



ARDMONAGH FAMILY & COMMUNITY GROUP

APPLICATION FORM

Please return to:
Administration Officer
61 – 63 Ardmonagh Gardens
Belfast, BT11 8DX
TEL: 028 9024 5943
FAX: 028 9024 9125

How did you come across this Position e.g. Word of Mouth, Facebook, Indeed:	
Position Applied for:	Title (Mr, Mrs, Miss, Ms, etc):
Surname:	First Names:
Home Address:	Home Telephone No: Mobile Telephone No:
National Insurance Number:	Email Address:
Are you NISCC registered? Yes <input type="checkbox"/> No <input type="checkbox"/>	NISCC Number:
Nationality: EC <input type="checkbox"/> Non EC <input type="checkbox"/> If Non EC Please Specify:	Do you hold a current full driving licence valid in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have access to a motor car? Yes <input type="checkbox"/> No <input type="checkbox"/>

Please name two referees (not relatives) one of whom should have knowledge of your present or most recent work and be in a supervisory/managerial capacity.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone Number:	Telephone Number:

QUALIFICATIONS (Obtained at School and Further Education)

Subjects Passed	Level/Stage E.g. GCSE/'A' Level, RSA, Diploma	Grade Obtained	Year Qualification Obtained

EMPLOYMENT HISTORY

Please list all your employment history from the age of 18, beginning with your most recent post. An explanation must be provided for any gaps.

Name and address of employer:	Date From:	Date To:
Email & Contact Number:		
Position Held:		
Main Duties:		
Reason for leaving:		

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Email & Contact Number:

Position Held:

Main Duties:

Reason for leaving:

<p>Please give details of any relevant work experience (paid or voluntary) that will support you in the application and give evidence that you meet the criteria. Please be specific and detail the sections, as below:</p> <p>Education/qualifications</p> <p>Knowledge skills and abilities</p> <p>Personal attributes</p>
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<p>Please give a statement in support of your application. This should include details of any relevant experience and courses attended.</p>
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Leisure Activities: (Sport, hobbies etc)

ABSENCE RECORD		
Please give brief details and approximate dates of any periods of sickness during the past 2 years		
Date From – To	No. of days	Reason For Absence
Ardmonagh Family & Community Group reserves the right to verify the above information with your current or previous employer.		

CRIMINAL CONVICTIONS
<p>Have you ever been convicted of any criminal offence which is not treated as ‘spent’ under the Rehabilitation of Offenders (NI) Order 1978? This must include any motoring offences</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered Yes, please indicate the nature of the offence and the date of conviction.</p> <p>Is there any reason why you cannot work in a regulated activity Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>A criminal record will not necessarily be a bar to obtaining a position.</p>

Ardmonagh's Commitment of Equality

To deliver Ardmonagh's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the service Ardmonagh Family & Community Group delivers.

Additional Information:

As of the new data protection regulations from 25th May 2018, all information we hold on you will be kept in a locked filing cabinet and used solely for the purpose of processing wages. We will not share your information with anyone unless first gaining your permission. If you cease employment we will retain your information for 3 years, it will then be destroyed.

The post will be offered subject to satisfactory references, Access Ni check and ratification by the Management Committee. Please check website below for further information on Access Ni Checks and read the code of conduct.

[AccessNI Code of Practice \(nidirect.gov.uk\)](http://nidirect.gov.uk)

We have policies on ex-offenders and data retention available in the office on request.

There will be a six-month probationary period on commencement of employment and if necessary, a further six month probationary period may be put in place.

A yearly disclosure will be required in relation to criminal offences and access NI checks will be completed two yearly.

Declaration:

I certify that all particulars are correct and understand that should any false statements / omissions be made on this form Ardmonagh Family & Community Group reserves the right to dismissal.

Signature of applicant _____

Date: ___/___/___