|  |
| --- |
| **CONFIDENTIAL APPLICATION FORM SECTION 1** |
| We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. Please note that CVs are not accepted independently but may be submitted along with a completed application. |
| Candidate ref. number (for office use only): | **GA/03/25** |
| **Position applied for** |
| Job title | **Generalist Advisor** |

|  |
| --- |
| **Personal information and address for correspondence** |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
|  |  |
| Mobile |  |
| Email |  |
|  |

|  |
| --- |
| **Information, experience, knowledge, skills and abilities** |
| **Please ensure that you address ALL the essential criteria in the person specification below and desirable if applicable.** |
| **Essential Criteria:*** A minimum of 9 months experience post qualification of providing generalist advice to the public.
* Candidates must have completed a recognised Advisor Training Programme in the last two years, e.g. a programme provided by Advice NI or Law Centre (NI).
* An understanding of the issues affecting local communities and their implications for our clients and service provision
* Recent working knowledge of the social security system
* Experience of working as part of a team supporting colleagues and volunteers.
* Computer experience e.g. Microsoft 365, Advice Pro and other software packages.
* Ability to implement policy within the framework of an Equal Opportunities Policy.

**Desirable criteria*** Do you have a Tribunal Representative Qualification?
* Do you have any experience of representing clients at benefit appeals / tribunals?
* Do you have a current driving licence and access to a suitable vehicle?
 |

|  |
| --- |
| **Career history** |
| Please list your current and previous employment, including job training schemes, voluntary work, community activities, school placements, and time spent caring for dependants. Arrange these entries in chronological order, starting with the most recent. If needed, continue on a separate sheet |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** |
|  |  |
| Dates from:  | To:  |
| Reasons for leaving:  |
|  |  |
| Dates from:  | To: |
| Reasons for leaving:  |
|  |  |
| Dates from:  | To:  |
| Reasons for leaving:  |
|  |  |
| Dates from:  | To:  |
| Reasons for leaving:  |
|  |  |
| Dates from:  | To:  |
| Reasons for leaving:  |

|  |
| --- |
| **Education** |
| Please give details of your educational qualifications obtained from school, college, university etc. |
| Subject | Level | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Professional Development / Relevant Training** |
| Please give details of any relevant professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. You can attach your most recent CPD if you have one. |
|  |

**An Access NI check will be required for this post.**

|  |
| --- |
| **Criminal convictions** |
| Do you have any convictions, cautions, reprimands, or final warnings that are not protected under The Rehabilitation of Offenders (NI) Order 1978?A criminal record will not automatically disqualify you from working with Mid & East Antrim Community Advice. The relevance of your record will depend on the nature of the job you are applying for and the specifics of your offence.An employment offer will be contingent upon an Access NI check.  |  |
| If YES please provide details of the offence and the date of conviction. |

|  |
| --- |
| **References** |
| Please provide the names, addresses, telephone numbers, and email addresses of two referees. One referee must be your current or most recent employer, while the other can be someone who knows you in a professional, voluntary, or academic capacity. Both referees should be able to comment on your suitability for the position. References will only be requested for successful candidates after the interview. |
| **Referee 1** |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| How does this referee know you? |  |
| **Referee 2** |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| How does this referee know you? |  |

|  |
| --- |
| **Entitlement to work in the UK** |
| **Check of original documents as proof of right to work in the UK or online check of digital UK immigration status.**If you are invited to an interview, you will be asked to bring with you original copies of documentation that provides evidence of your right to live and work in the UK. If you have a digital UK immigration status you will be asked to provide a share code for us to conduct an online check.For original documents, this can be one or a combination of original documents from the [list of acceptable documents produced by the Home Office](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf).Please note that from 1 July 2021, EU nationals must provide proof of UK immigration status, as an EU passport or ID card is no longer acceptable for right-to-work verification. This status is typically digital, and an online check will be required before starting work.Since May 2014, visas and Indefinite Leave to Remain stamps must be in a valid document to be acceptable as proof of right to work. Visas or stamps in expired passports cannot be accepted.For physical documents where an online check is not possible, the original documents will be verified in your presence by a staff member to ensure they are genuine, valid, and free of work restrictions. A copy will be taken, signed, and dated by the staff member.These documents will be securely retained by the organization until the end of the selection process. If you are successful, the copy will be kept in your personal file. If not, the copy will be securely destroyed.If you have not provided evidence of your right to work in the UK during the interview, any job offer will be conditional upon presenting this evidence before joining Mid & East Antrim Community Advice. This document check must be completed before you start or receive payment for any work.Please confirm if you are willing to demonstrate your right to work and live in the UK.YES  NODo you require a work permit or immigration status to work in the UK?YES  NO |

|  |
| --- |
| Declaration |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Mid & East Antrim Community Advice, and if appointed, for the purposes of employment at Mid & East Antrim Community Advice.I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed. **How we will use your information**The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.All use of applicant’s information will be relevant to their involvement, and may include:* Contacting applicants when necessary
* Making reasonable adjustments to improve accessibility
* Monitoring statistical details of our applicants
* Providing ongoing support to applicants
* Addressing problems or complaints
 |
| **If you are sending your application form by e-mail, please mark this box x** **(as a substitute for your signature) to confirm that you agree to the above declaration.** **You will be asked to sign at interview** |
| Signed:  | Dated:  |

Please return this form by 12 noon Monday 14th April 2025 to: julia.cleeland@meacas.com

Please complete Section 2.

|  |
| --- |
| **CONFIDENTIAL APPLICATION FORM SECTION 2****Diversity monitoring**Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting. |
| **Job title:** | **Generalist Advisor** | **Candidate ref. number** **(for office use only):** | **GA/03/25** |
| Mid & East Antrim Community Advice is dedicated to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.To achieve these aims, we need to understand the diversity of our applicants. Please assist us by providing the following information. All details will be treated confidentially and separated from your application form before any selection decisions are made.If you prefer not to answer any of the questions, please leave them blank.**General Data Protection Regulations (GDPR)**Under data protection law, we are permitted to request this information solely to monitor the diversity of our applicants. Mid & East Antrim Community Advice will keep the information secure and confidential, using it only for recruitment and selection diversity monitoring purposes. If you become an employee, the information will be retained for diversity monitoring only.Thank you for your cooperation.The following information will not be seen by the recruitment panel and will not affect your application. |

**Age:** ❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

**Gender:** ❒ Female ❒ Male ❒ Non-binary

**Ethnic origin -** How would you describe yourself? Choose **one** section and select the appropriate box within it.

**White:**

❒ British ❒ Irish ❒ Northern Irish ❒ Gypsy or Irish Traveller

❒ Other White background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed Heritage:**

❒ White and Black African ❒ White and Black Caribbean ❒ White and Asian

❒ Other Mixed background, please state:

**Asian or Asian British:**

❒ Indian ❒ Bangladeshi ❒ Pakistani

❒ Any other Asian background, please state:

SUMMARY GUIDE 7

**Black or Black British:**

❒ African ❒ Caribbean ❒ Any other, Black background, please state:

**Chinese or other ethnic group:**

❒ Chinese ❒ Arab ❒ Any other, please state:

❒  **Prefer not to say**

**Disability –** Mid & East Antrim Community Advice believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

 ❒ Yes ❒ No ❒ Prefer not to say

**Religion or belief -** Which group below do you most identify with?

❒ Catholic Community ❒ Protestant Community ❒ Neither Community