

**FOR OFFICE USE**

**Ref: No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** Services Support Worker

**Please complete this form and return it on or before the closing date that was specified in the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered. Completed forms should be returned to** **clairecrummey@belfasthomelessservices.com**

**If you require any additonal rows or space to be able to provide all information requested, please add them in as needed, keeping to word limits where specified.**

**YOUR NAME AND CONTACT DETAILS**

|  |  |
| --- | --- |
| **Full name** |  |
| **Postal Address** |  |
| **Post Code** |  |
| **E-mail address** |  |
| **Telephone number(s)** |  |

**YOUR QUALIFICATIONS**

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| --- | --- | --- |
| **Level**(e.g. GCSE / Degree) | **Subject / name of course** | **Grade attained** |
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**YOUR MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- |
| **Name of professional body** | **Grade of membership** |
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**YOUR EMPLOYMENT HISTORY**

List your previous employers in reverse order, starting with your current or last employer.

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| --- | --- | --- | --- |
| **Employer’s name & address** | **Dates of employment** | **Job title & main duties** | **Final salary & reason for leaving** |
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**HOW DO YOU MEET THE JOB CRITERIA FOR THIS POST?**

Explain how you satisfy the essential and desirable job criteria for this post. These are listed in the personnel specification for the post. There is a section for each criterion. Answer each one, using no more than 350 words per criterion.

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| **Essential Criterion 1**2 years’ experience of delivering support to individuals, or groups of adults at risk with multiple needs **OR** a minimum of NVQ Level 2 and 1 years’ experience of delivering support to individuals or groups of adults with multiple needs |
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| **Essential Criterion 2**Experience of working with volunteers to deliver services |
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| **Essential Criterion 3**Knowledge of Safeguarding and managing risk |
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| **Essential Criterion 4**Knowledge of how to work confidentially and with sensitive information |
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| **Essential Criterion 5**Ability to work on own initiative and make decisions to appropriate level of delegated authority |
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| **Essential Criterion 6**Competent in the use of IT packages to include Microsoft Word, Excel and PowerPoint |
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| **Desirable Criterion 1**Knowledge of homelessness issues  |
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| **Desirable Criterion 2**Understanding of the effects of trauma, mental and addictions on people |
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**YOUR REFERENCES**

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
| Name: | Name: |
| Address: | Address:  |
| E-mail:  | E-mail:  |
| Telephone: | Telephone: |
| Relationship to you:  | Relationship to you:  |

**SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please email clairecrummey@belfasthomelessservices.com as soon as possible and we will organise a call with you to discuss.

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**DECLARATION**

I declare that the information I gave here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_