



Employment Application Form

Registered Charity No 100842

Job Title	
Office use: AccessNI Check required Yes/No	

PERSONAL DETAILS (Please complete using block capitals and black ink)	
Surname	Forename
Address	
Postcode	
Home Tel No	Mobile No
Email Address	
CURRENT OR MOST RECENT EMPLOYER	
Name	Tel No
Address	
Postcode	
Job Title/Position held and brief outline of duties:	
Date Started	Date Left
Reason for leaving (if applicable)	

PROFESSIONAL QUALIFICATIONS (Held or working towards)

SPECIALISED TRAINING OR COURSE ATTENDED (Include dates and organising body – eg safeguarding, first aid, lifting and handling training)

MEMBERSHIP OF PROFESSIONAL BODIES Please give details of membership or any professional duties

Name of Professional Body	Level/type of membership	Registration Details (e.g. Part of Register)	Expiry Date

Please note this application form complies with the AccessNI 'Code of Practice', which can be found at: <https://www.nidirect.gov.uk/publications/accessni-code-practice>. Having a criminal record will not exclude you from being considered for a role within the Mae Murray Foundation. Please also see our 'AccessNI Policy Statement, AccessNI Security Policy, and our Access NI Policy Statement on the recruitment of Ex-Offenders, available in the Policies and Procedures Document on our website www.maemurrayfoundation.org or available in print form upon request.

We are committed to safeguarding children and adults at risk of harm and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for. This application form will state the title of the position and what checks, if any, are appropriate. If you have any questions regarding whether or not the position you are applying for falls into 'regulated activity' or is eligible for an 'enhanced disclosure check', then please contact the Safeguarding officer:

Alix Crawford on 07900 278 780.

If you have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012, then please note this post is not open to anyone who has been barred from work with children or vulnerable adults by the Disclosure and Barring Service and your application will therefore not be progressed.

OR

If you have applied for a position that is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012 then please note it falls within the position of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered 'spent'.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role. If you leave anything out it may affect your application..

This information will be verified through an AccessNI Enhanced Disclosure Check (EDC) if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included on a Barred List). It is to make sure that individuals who are considered a risk to vulnerable adults and/or children are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders In confidence

1. Have you been barred from working with vulnerable adults and therefore had your name placed on a Barred List? YES () NO ()

(if yes please give details)

2. Do you have any prosecutions pending? YES () NO ()

(if yes please give details)

3. Have you ever been convicted at a court or cautioned by the police for any offence? YES () NO ()

(If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter)

4. Declaration of Abuse Investigation(s)

Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?

YES () NO ()

(If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s)

DECLARATIONS - Please ensure you sign and date this declaration before returning your application form.

DATA PROTECTION ACT DECLARATION - The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.

I understand that the information is being used to:

- Process my application for employment;
- Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
- Form the basis of a manual job file with other application forms and will be used for processing;
- If appointed, form the basis of a manual and computerised employment record.

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration.

Signature: _____ Date: _____

Print name: _____

Any surname previously known by: _____

For office use only:

AccessNI check required Yes/No

Date Initiated/By whom

Reference(s) received

Application referred to Board for approval Yes/No Date

Application granted Yes/No Date

Guidelines, Policies & Procedures Pack Date issued

Induction Training Required Yes/No Date planned

