 ****

***For official purposes***

#### Date rec

Ref No

**High Rise**

**Application Form**

Please refer to the Job Description and Personnel Specification before completing this form.

**There are a number of positions available, please specify here which role(s) you are interested in (please tick all that apply):**

|  |  |  |
| --- | --- | --- |
| **Position/s Applied For** | | |
| **General Centre Staff (Weekend)** | **Café staff (Weekend)** | **Party Host (Weekend)** |
|  |  |  |

***Personal Details***

## Full Name of Applicant

**Applicant’s Address**

**Town/City Postcode**

**Home Telephone No Mobile**

**Email Address**

**Please tick the appropriate box:**

Do you drive and have access to own transport  YES  NO

Do you require a permit to work in the UK?  YES  NO

**If you require a permit to work in the UK, please give details below:**

|  |
| --- |
|  |

­**2. Employment History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Position held & duties** | **Dates Employed** | | **Hours per week worked** | **Reason for leaving** |
| **from** | **to** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

**3. Please indicate your availability each week by ticking the appropriate boxes (tick all that apply).**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Friday** | **Saturday** | **Sunday** |
| **Morning**  **9am-1pm** |  |  |  |
| **Afternoon**  **1pm-5pm** |  |  |  |
| **Evening**  **5pm-9pm** |  |  |  |

**4. Experience**

|  |
| --- |
| **Please detail below how you meet the criteria as outlined in the personnel specification.** |

**5. Relevant Training**

|  |
| --- |
| **Please detail below any training you have completed that supports your application** |

(Please continue of separate sheet if necessary)

**6. References**

Please provide contact details for two referees. One should be your most recent employer and must have had line management responsibility for you. The other can be a character reference. Both referees should have known you for at least one year. If successful at interview, we may ask for additional references from any of the employers listed on your application form. References from relatives will not be accepted.

|  |  |
| --- | --- |
| Name | Name |
| Position | Position |
| Organisation | Organisation |
| Address  Postcode | Address  Postcode |
| Phone | Phone |
| Email | Email |
| Relationship to you | Relationship to you |

Do you consent to us contacting these referees before interview? Yes No

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**7. Advertising**

Where did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 8. APPLICANTS DECLARATION

I declare that all the information I have given is correct. I understand that any false information given or information omitted may result in any offer of employment being withdrawn or in employment being terminated.

I understand that the appointment is subject to receipt of satisfactory reference, the verification of qualifications required for the post (as per the Personnel Specification) and relevant AccessNI disclosure check. Please be advised that Employers For Childcare Trading Ltd adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders, copies of which are available upon request from the HR Department.

I hereby consent for the information on this form will be collected, stored and processed by Employers For Childcare Trading Ltd in line with the Fair Employment and Treatment (NI) Order 1998 and provisions of the Data Protection Act (2018). I understand that my applications will be stored for up to a 12 month period in line with the above legislation.

**SIGNED DATE**

# Completed Application Forms should be returned along with the Equal Opportunities Monitoring Form to:

Employers For Childcare Trading Ltd

Blaris Industrial Estate

11 Altona Road

Lisburn, BT27 5QB.

**Or returned via email to** [**careers@highriseni.org**](mailto:careers@highriseni.org)

**Criminal record declaration form**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from NIACRO – [www.niacro.co.uk](http://www.niacro.co.uk)

**CRIMINAL CONVICTIONS DECLARATION**

*PLEASE BE ADVISED THAT THIS PAGE SHALL NOT BE MADE AVAILABLE TO THE SHORTLISTING PANEL – HOWEVER FAILURE TO COMPLETE THIS DECLARATION WILL RENDER YOUR APPLICATION INVALID.*

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [NIACRO](https://www.niacro.co.uk/working-well-0) or email [DisclosureHub1@niacro.co.uk](mailto:DisclosureHub1@niacro.co.uk) for further advice.

Please note a satisfactory Access NI Clearance is required prior to commencement of employment. A criminal record or answering ‘Yes’ to any of the below questions will not necessarily be a bar to obtaining a position.

Do you have any convictions that are **not** "protected" as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?

YES/NO *(delete as appropriate)*

Have you any legal charges currently outstanding? YES/NO *(delete as appropriate)*

|  |
| --- |
| *If so, please give details below. Alternatively you can attach a separate sheet to your application. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order 1978, as amended in 2014.*  *Please refer to the Table of Rehabilitation Periods* on the next page |
|  |

You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details separately. The document should be marked/titled CONFIDENTIAL and state your name and the details of the post.

I have attached details of my conviction separately\_\_\_\_\_ (Please mark with an X if appropriate.)

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Employers For Childcare Trading Ltd.

Signed: Date:

**Table of Rehabilitation Periods**

The table below outlines the rehabilitation periods after which many of these sentences will be considered ‘spent’. This means an applicant may answer “no” if asked about a criminal conviction or record unless the job to which they are applying is an ‘excepted’ one. A criminal record will not necessarily be a bar to obtaining a position.

**Custodial sentences of over 2½ years can never become spent**

|  |  |  |
| --- | --- | --- |
|  | Rehabilitation Period | |
| Aged 18 or over  upon conviction | Aged under 18 upon conviction |
| Prison (immediate or suspended sentence) or Young Offender Institution-more than 6 months but less than 2½ years | 10 years | 5 years |
| Prison (immediate or suspended sentence) or Young Offender Institution-6 months or less | 7 years | 3.5 years |
| Fine or Community Service Order, Combined Orders | 5 years | 2.5 years |
| Absolute Discharge | 6 months | |
| Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date order ceases or 1 year (after date of conviction) - whichever is longer | |
| Attendance Centre Order, Juvenile Justice Order, Youth Conference Order, Community Responsibility Order | 1 year after the Order expires | |
| Hospital Order (with or without restriction) | 5 years (after date of conviction) or 2 years after the Order expires - whichever is longer | |

|  |
| --- |
| High Rise |

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# Post Applied For Reference No

**PLEASE NOTE: THE FOLLOWING PAGES WILL NOT BE MADE AVAILABLE TO THE SHORTLISTING PANEL**

EQUAL OPPORTUNITIES MONITORING FORM

*In strictest confidence*

We are an Equal Opportunities employer and we welcome applicants regardless of religious belief, political opinion, race or ethnic origin, gender, marital status, sexual orientation, disability or age.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (NI) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

***If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**1. Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic. Please indicate your community background:

**□ I am a member of the Protestant community**

**□ I am a member of the Catholic community**

**□ I am not a member of either the Protestant or the Catholic community**

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form.

**2. Gender**

**□ Female □ Male**

Month

Year

Date

**3. Age**

Please state your date of birth:

**4. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition do you consider yourself to have a disability?

**□Yes □ No**