Ref : WO - 008

**Bank Support Worker Application Form**

**Having read the information pack provided, please complete this form fully outlining all experience you feel appropriate to the role being applied for within the Welcome Organisation. All information will be treated in confidence.**

**Do you hold a current clean driving licence YES NO**

**Personal Details**

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| --- | --- |
| **First Names:**  | **Surname:**  |
| **Home Address:**  | **Postcode:**  |
| **National Insurance Number:**  | **Email Address:**  |
| **Contact telephone numbers:- Home** **Work (if appropriate)****Mobile**  |  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Please confirm (yes or no) which days and times you would be available:**

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| --- | --- | --- | --- | --- |
| **Times** | **Mornings** **08.00 – 13.00** | **Afternoon** **13.00 – 17.00** | **Evenings** **16.00 – 22.00** | **Nights** **22.00 – 08.00** |
| **Monday** |[ ] [ ] [ ] [ ]
| **Tuesday** |[ ] [ ] [ ] [ ]
| **Wednesday** |[ ] [ ] [ ] [ ]
| **Thursday** |[ ] [ ] [ ] [ ]
| **Friday** |[ ] [ ] [ ] [ ]
| **Saturday** |[ ] [ ] [ ] [ ]
| **Sunday** |[ ] [ ] [ ] [ ]

**Education: Continue on a seperate sheet if necessary**

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| --- | --- | --- | --- |
| **To** | **From** | **Type of school (i.e Grammar, Secondary, Comprehensive) College / University** | **Examination taken and results / results achieved / degree awarded** |
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**Training: Please highlight any training you have received which you feel would be relevant to this role**

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**DETAILED EMPLOYMENT HISTORY**:  **Please start with your most recent employer and work backwards in time. List all jobs with each employer. Identify all gaps in your employment. Continue on a seperate sheet if necessary.**

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| --- | --- | --- | --- | --- |
| **To** | **From** | **Name and address of Employer** | **Job Title, main duties and responsibilities**  | **Reason for leaving** |
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**PLEASE OUTLINE IN THE SECTIONS BELOW HOW YOU MEET THE ELIGIBILITY CRITERIA:**

Using the **Person Specification,** describe how your Previous Experience, Skills/Ability and Education/Knowledge meet the Essential Criteria and Desirable Criteria for the post you have applied for. Please address each point concisely using no more than 600 words for all three categories and include examples where relevant. Failure to comply with this instruction will result in you not being eligible for shortlisting.

**Previous Experience:**

**Skills/Ability:**

**Education/Knowledge:**

**Personal Attributes:** What personal attributes make you a good candidate for this role

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**Other**: Briefly summarise how you meet the Other Essential Criteria as outlined in the **Person Specification**

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**Other general information: Please explain your main reasons for applying for the post**

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**Leisure interests: Briefly summarise any special interests or hobbies**

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| **Sc****S**  |

**References: Please provide the name of two persons whom we can contact for a reference (one of whom should be your current or previous employer). Your referees will not be contacted without your permission.**

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| --- | --- |
| Name; | Name;  |
| Title and Address | Title and Address |
| Relationship;  | Relationship;  |
| Contact Phone Number;  | Contact Phone Number; |
| Email address:  | Email Address:  |

**Disability: Do you consider yourself to have a disability?**

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**Please answer Yes or No**

If your answer is **Yes** please provide details below including any reasonable adjustments we can make to assist you in our recruitment process, the application form and/or the role you are applying for:

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***Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions Order 1979)***

As the organisation delivers services to vulnerable people we have a duty to protect the people we work with, therefore all paid and unpaid roles are exempt from the ***Rehabilitation of Offenders (Northern Ireland) Order 1978***. All convictions both spent and unspent must be disclosed.

A criminal record does not necessarily deny people the chance to work with the Welcome Organisation. ***The Welcome Organisation will consider each individual and will consider to what extent each conviction may pose risks to the service users.***

The Welcome Organisation has a full policy statement on the recruitment of ex-offenders, which can be made available on request.

Have you ever been convicted, ***either as an adult or a juvenile***, of a criminal offence, cautioned, reprimanded, ***bound over to keep the peace*** or given a final warning by the police, or do you have any court cases pending?

**Please tick Yes or No**

If yes please give details, with dates of offences, sentences, ***bindings over to keep*** ***the peace***, cautions, reprimands, final warnings and court cases pending.

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| --- | --- | --- |
| **Date of offence** | **Nature of offence** | **Sentence or nature of police/court sanction** |
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*Is there any matter in your personal life which may cause embarrassment or difficulties to or would run contrary to the mission statement of the Welcome Organisation or its service users if it were known?*

**Please tick Yes or No**

***If your answer is yes please provide details below.***

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###### Is there any reason why you cannot work in regulated activity?

**Please tick Yes or No**

 ***If your answer is yes please provide details below.***

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

###### DECLARATION

Due to the nature of the work for which you are applying, this post is **exempt** from the provisions of The Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) (NI) Order 1979. Applicants are therefore **not entitled to withhold** information about ‘convictions’ (or otherwise) which for other purposes are ‘spent’ under the above provisions. Failure to disclose such convictions (or otherwise) could result in dismissal or disciplinary action. All information is **completely confidential.** Please note that all offers of employment are subject to satisfactory Police Checks under the order of **ACCESS NI.**

Please be assured that a criminal record will not necessarily be a bar to obtaining a position with our Organisation, and the disclosure information will not be used unfairly.

The Welcome Organisation does obtain an Access NI Code of Practice and a copy can be made available to all applicants on request.

I declare that the above information is true to the best of my knowledge. I understand that deliberate falsification of factual information may lead to an offer of employment being withdrawn or dismissal at any stage. I declare that I am physically and mentally fit for work.

I give consent for an ACCESS NI check and agree to complete a questionnaire if offered employment

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

**Please return completed form by email to gemma@homelessbelfast.org or by post to:**

**Gemma Humphreys.**

**The Welcome Organisation**

**Unit 36/37 Townsend Enterprise Park**

**28 Townsend Street**

**Belfast BT13 2ES**