



## APPLICATION FORM – CONFIDENTIAL

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- The information supplied on this form will be used to evaluate your suitability for employment at Children in Northern Ireland.
  - Please read the **Guidance Notes** before completing this form.
  - Please complete this form in **block capitals**, either in **black** ink or **type**, and return it to Children in Northern Ireland at the above address.
  - Please do not send a CV in place of this form.
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### Personal Information

Title (Please specify): Mr/Mrs/Miss/Ms

First name(s): .....

Last name: .....

Address for correspondence: .....

.....

.....

.....

Daytime telephone number: .....

Evening telephone number: .....

Email: .....

National Insurance number: .....

## Qualifications and Training

Secondary school/college/ university/ training organisation attended	Date from/to	Subjects studied or training courses attended	Qualification/grade obtained (if relevant)

## Professional Qualifications

Please provide information on any professional qualifications you have obtained.

College/university/ training organisation attended	Date from/to	Subjects studied or training courses attended	Qualification/grade obtained (if relevant)

## Work History

**Note:** Please give details of all the positions (paid or unpaid) you have held, starting with your current post, and accounting for any gaps in your employment history.

Employer's name, address and nature of business	Date from/to month/year	Job titles and main responsibilities	Final salary and reason for leaving

*If space is insufficient please attach a separate sheet.*

Please give details of any paid or voluntary work you plan to continue if appointed to this post:.....

.....  
 .....  
 .....

## Relevant Experience

Please outline all your skills, knowledge and experience relevant to the job. Please ensure you complete this carefully as the information you provide will be the basis on which shortlisting decisions will be made. You may find it useful to refer to the **Guidance Notes** enclosed before completing this section, attaching additional sheets if necessary.

## General Information

Do you hold a current clean driving licence?                      \_\_\_ yes                      \_\_\_ no

Do you need a work permit to work in the UK?                      \_\_\_ yes                      \_\_\_ no

## Notice Period

If appointed, how soon could you join us? .....

## Disability

Children in Northern Ireland has a policy of interviewing all applicants who have a disability and who meet the essential shortlisting criteria.

Do you have a disability?                      \_\_\_ yes                      \_\_\_ no

## Health Record

Please identify any periods of sick leave you have taken over the past three years.

Length of Absence	Reason	Certified by G.P.?	
		Yes	No

## Criminal Record

Please give details of any cautions, convictions or bindovers you have received, or proceedings being instituted against you. If you have cautions, convictions or bindovers that are considered unspent, please provide the details.

Criminal convictions or cautions: .....  
.....  
.....  
.....

## Criminal Record continued...

Are you subject to any current or outstanding disciplinary action or legal proceedings?

\_\_\_ yes

\_\_\_ no

If yes, please give details: .....  
.....

## Declaration

I confirm that the information I have given is correct and complete and that any misleading or untruthful statements will result in my dismissal if they become known after my appointment.

Signed: .....

Date: .....

## References

Please give the names and current business of two people whom we may contact for a reference. References given should cover the last 5 years of your employment. The **first** of your references **must** be your **present employer**. If you are unemployed, this should be your last employer, or if this is your first job, your headteacher or college tutor. Personal references (i.e. from your G.P. or friends) are not acceptable. Please note that Children in Northern Ireland reserves the right to take up references in respect of any previous employment, paid or unpaid.

### Current Employer

Name: .....

Job title: .....

Organisation: .....

Organisation address: .....  
.....  
.....  
.....

Telephone number: .....

How do you know them? .....  
.....

### Previous Employer

Name: .....

Job title: .....

Organisation: .....

Organisation address: .....  
.....  
.....  
.....

Telephone number: .....

How do you know them? .....  
.....

- ❖ Can we contact you current employer prior to any conditional offer of employment?      \_\_\_ yes      \_\_\_ no

## **Guidance Notes**

### **Completing the Application Form**

**Please read these notes before completing your Application Form.** This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application.

#### **General Points**

- ❑ Please type or complete your form in black ink using block capitals as we need to make photocopies of it.
- ❑ If you need any help in completing the form, please call us at Children in Northern Ireland. The number is provided at the beginning of the Application Form.
- ❑ If you use extra sheets of paper, be sure to print your name on each sheet.

#### **Qualifications and Training**

- ❑ As well as telling us about the exams you have passed, you should also include information about any relevant courses that you have completed.
- ❑ Include all qualifications and training which may be part-time as well as full-time.

#### **Work History**

- ❑ The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.

#### **Relevant Experience**

- ❑ This section gives you the opportunity to demonstrate why you are suitable for the post. **Before completing it, refer to the Job Description and Person Specification included in your application pack.**
- ❑ The Job Description outlines the main duties of the post and the Person Specification contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
- ❑ **In this section it is essential to relate your experience to the information given in both these documents by giving specific examples.** For example, telling us what **you** did in your job rather than what the team did and how **you demonstrated** a particular skill, rather than simply saying that you have it.

Please ensure you address all of the points identified on the person profile which allow you to demonstrate your suitability for the post.

- ❑ You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These may include previous/present employment, study and training as well as voluntary work.

## Disability

- ❑ Children in Northern Ireland has a policy of guaranteeing an interview to any applicant who has a disability and who meets the essential shortlisting criteria. However, in order to ensure this please complete the disability question on the Application Form.

## Criminal Convictions

- ❑ Please declare **any** (spent/unspent) cautions, convictions or bindovers in the Application form, and tell us if there are proceedings outstanding against you.
- ❑ Having a criminal record does not automatically prevent you from being considered for the job as we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

## References

- ❑ Children in Northern Ireland requests that all references be provided for shortlisted candidates **prior** to interview.
- ❑ We recognise that you may not wish us to approach your current employer before a conditional offer is made, and will not do so unless you have indicated otherwise.
- ❑ References must cover the last 5 years of employment.
- ❑ If you are currently unemployed include your last employer. If you have worked in a voluntary or unpaid capacity, you could include the Chair/Leader/Director among your references.

## Equal Opportunities Monitoring

- ❑ Children in Northern Ireland is committed to achieving equality of opportunity. We ask that you complete the Equal Opportunities Monitoring Form. **The information is confidential** and will only be used to monitor our recruitment and selection process. It will not be made available to those involved in the



selection process. Using this information we can work to ensure that no group or individual experiences unfair discrimination.

## **Returning the Form**

- ❖ If you can, take a photocopy of the form for your records. The interview will include questions about the information given.
- ❖ Return the form to the person indicated in the covering letter by the closing date. We will not consider late applications.
- ❖ Please remember that we will measure your suitability for the post from the information you provide us.
- ❖ Please do not send a CV as a substitute for this form. It will not be considered.
- ❖ If you have any difficulty in completing the form please contact us on the telephone number provided on the first page of the application form.