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# Application for employment

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Job Ref:

Please return to:

**The Personnel Officer  
Breakthru  
18 Killymeal Road  
Dungannon  
Co. Tyrone  
BT71 6LJ**

**Telephone:** 028 8775 3228

**Fax:** 028 8775 3229

**E-mail:** [mail@breakthru.co.uk](mailto:mail@breakthru.co.uk)

**Website:** [www.breakthru.co.uk](http://www.breakthru.co.uk)

**Closing Date:**

**Thursday 28<sup>th</sup> April @ 4:00pm**

**Completed applications must be signed  
and returned by post**

# Part Time Temporary Youth Worker

Please complete in full in black ink or typescript.

All questions must be answered.

**No additional information pages or CV will be accepted. Breakthru will not accept forms that have been altered through the use of a computer – the original layout must be submitted.**

**Title (Mr / Miss / Ms / Mrs) Surname:**

**Forename:**

**National Insurance Number:**

Home Address:	Address for Correspondence (if different):
<input type="text"/>	<input type="text"/>
<b>Postcode:</b>	<b>Postcode:</b>

<b>Telephone Number (Day):</b>	<input type="text"/>
<b>Telephone Number (Evening):</b>	<input type="text"/>
<b>Mobile Telephone:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>

**Education / Examination Record:**

Level	Subject	Grade

**3<sup>rd</sup> Level Education and Postgraduate Study:**

University/College	Level	Subject	Grade

**Training Courses / Other qualifications**

Date	Provider	Qualification gained

**Do you hold a full clean driving licence? (Yes/No):**

**Do you have access to transport? (Yes/No):**

**Work Experience:**

Dates From - To	Name of Employer	Address of Employer	Post Held and Salary	Main Duties of post

**Considering previous experiences / qualifications, state any relevant information in support of your application.**

[illegible]

**Social, cultural or other interests:**


## **Health**

<b>Do you have a physical or mental impairment which has a substantial and long-term effect on your ability to carry out day to day activities? (Yes/No)</b>	
<b>Please specify any special arrangements for work associated with any impairment:</b>	
<b>Please specify any special arrangements you will need to attend an interview:</b>	
<b>Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.</b>	
<b>Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving:</b>	
<b>Please list all absences from work in the past 12 months and the reasons for such absences:</b>	

## **Eligibility for Employment**

<b>Are you currently eligible for employment in the U.K.? (Yes/No)</b>	
<p><b>If yes, and if Breakthru/DDA offers you employment, you will be required to provide documentation to show that you are eligible to be employed in the UK before starting employment. This will be required before you are able to take up employment with the organization. Examples of acceptable documentation are a passport showing that you are a British Citizen or have a right to abode in the UK, or a full birth certificate and a document showing a permanent National Insurance and name.</b></p>	
<p><b>If you are not currently eligible for employment in the UK, please provide the grounds (special skills, etc) on which Breakthru might apply for a permit on your behalf.</b></p>	

## **References**

Please give the names, addresses and telephone numbers of two persons willing to be referees. One of which should be your most recent employer and have knowledge of your recent work. (Relatives should not be named as referees).

### **Referee 1:**

<b>Name:</b>	<b>Position:</b>
<b>Working relationship: (e.g. supervisor/line manager etc.)</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone No:</b>

### **Referee 2:**

<b>Name:</b>	<b>Position:</b>
<b>Working relationship: (e.g. supervisor/line manager etc.)</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone No:</b>

### **Declaration:**

I declare that the information given on all parts of this application form is complete and accurate to the best of my knowledge. I understand that giving any false information or omitting information will lead to my application being rejected, and if I am appointed, may lead to dismissal. I also understand that this application form will form part of my permanent personnel record if I am appointed to a post.

**Signed:**

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**Date:**

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## **Disclosure Form** (To be returned with your application form)

### **Criminal Convictions - (Rehabilitation of Offenders (Exceptions) Order N.I. 1979**

The answer to the question below requires information about all convictions such as those relating to traffic offences etc. that are regarded as criminal convictions. You must tell us now (in the form below) if you have ever been convicted of a criminal offence, or cautioned by the Police, or bound over. You must include all offences, even minor matters such as motoring offences and 'spent' convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application and/or employment:

<b>Do you have any prosecutions pending or have you ever been convicted at a court or cautioned by the Police for any offence? (Yes/No)</b>	
<b>If yes, please give details including the offence, date and place of court hearing:</b>	
<b>IT SHOULD BE NOTED THAT DISCLOSURE OF A CONVICTION DOES NOT NECESSARILY DEBAR YOU FROM OBTAINING EMPLOYMENT. ALL INFORMATION WILL BE HELD IN THE STRICTEST CONFIDENCE.</b>	
<b>Signed:</b>	<b>Date:</b>

<p><b>Before appointing anyone to a post which involves substantial access to children and/or vulnerable clients it is our policy to ask for a check to be carried out (POC(VA)) by the Department of Health, Social Services and Personal Safety (N.I.). The purpose of this check is to make sure that people are not appointed who might be a risk to children and/or clients who are vulnerable.</b></p> <p><b>The check will tell us whether you have a criminal record, or whether the DHSSPS(NI) holds any other information about you which might have a bearing on your suitability. Any information which we receive will be discussed with you before we make a final decision. After that decision is made the information will be destroyed or else retained in your personnel record if successful in securing employment. We will only ask for the check if your application for employment is successful. The following must be completed by all applicants. Failure to do so will prevent consideration of the application.</b></p>	
<p><b>I understand that a POC(VA) check must be carried out before my appointment can be confirmed and I am aware that spent convictions must be disclosed. I declare that the information I have given is accurate and I consent to the check being made.</b></p>	
<b>Signed:</b>	<b>Date:</b>

## **Equal Opportunities Form**

**Dungannon Development Association / Breakthru**

### **STATEMENT OF COMMUNITY AFFILIATION**

**JOB REFERENCE:**

### **RE FAIR EMPLOYMENT (NI) ACT 1989 AND FAIR EMPLOYMENT (MONITORING) REGULATIONS 1989**

The section below asks you to provide information on your community affiliation and gender. We wish to explain why. We are fair employers. We practise equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, disability, political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job. A copy of our Equal Opportunity Policy is available upon request.

We wish to show that we are fair employers. We wish to demonstrate – clearly and openly – our commitment to equality of opportunity in employment. We are also required by law to submit an annual report to the Fair Employment Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants and so we are asking you to assist us to do so by indicating which community you belong to and your gender.

Please place this portion of the application form in the separate envelope (or please place in one if you have downloaded this from the website) provided marked ‘monitoring officer’ and return with your application form. The information on it will NOT be available to staff carrying out recruitment for the position(s) in hand.

Your help and assistance is therefore requested and you are asked to complete the questions as detailed, indicating your community background by ticking the appropriate box below.

<b>I am a member of the Protestant Community</b>		
<b>I am a member of the Roman Catholic Community</b>		
<b>I am a member of neither the Protestant or Roman Catholic Community</b>		
<b>Could you please indicate whether you are:</b>	<b>Male</b>	<b>Female</b>

All information that you supply will be treated in the strictest confidence and protected from misuse.

It will be used for the purpose of monitoring our Equality of Opportunity in Employment Policy and the completion of our annual return to the Fair Employment commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes. When you have completed this statement please return it with your application form in the separate envelope provided. Please DO NOT put your name anywhere on this form.

Thank you for your co-operation.

Breaking Myths Building Knowledge Empowering People