



APPLICATION FORM GUIDELINES

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY, AS A FAILURE TO COMPLY WITH THEM MAY LEAD TO DISQUALIFICATION FROM THE RECRUITMENT PROCESS.

- All sections of the application form must be completed, where necessary continuation sheets may be used. Please ensure that you enclose an Additional Information sheet relevant to the post you wish to apply for with your application form.
- Applicants will be assessed only on the information provided in the Application Form. CVs must not be included as part of your application and if submitted will not be considered.
- Please complete this form in **BLACK INK OR TYPEWRITTEN.**
- It is the candidates' responsibility to ensure receives their application form by the closing date. Applications received after the closing date will **NOT** be considered.
- All sections of the monitoring form must be completed.
- Return completed Application and Monitoring Form no later than 4pm on **Tuesday 7th November 2017** by post or via email:

PART 2 OF THE FORM – Shortlisting Section

- It is the applicant's responsibility to provide sufficient relevant information to demonstrate how they meet the essential criteria as outlined, in the job description and personal specification, in order to be successful in the shortlisting process. When demonstrating each criteria you must include your personal involvement, through examples, e.g. I planned, I supervised etc.
- In the event of a high volume of applicants the desirable criteria may also be used therefore please ensure you provide sufficient relevant information to demonstrate how you meet the desirable criteria also.
- Where dates are required you **MUST** specify day, month and year e.g. 01.01.2016

PLEASE FOLLOW THE GUIDELINES CAREFULLY WHEN COMPLETING THE APPLICATION FORM

APPLICATION FORM

Foyle Women's Aid is an Equal Opportunities Employer and welcomes applications from all sections of the community, irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants.

Completed Application Forms **MUST** be received no later than **4pm** on **Tuesday 7th November 2017**.

PART 1

DETAILS OF THE POST

Application for post of:	Support Worker
Department:	Foyle Women's Aid
Job Reference Number:	SW/10/17
Applicant Reference Number: For office use	

PERSONAL DETAILS

Title:	
Last Name:	
First Name (s):	
Address:	
Post Code:	
National Insurance Number:	
Home Telephone:	
Mobile Telephone:	
E-mail address:	

EDUCATION

Please give full details and dates of:

- ⤴ Educational Qualifications
- ⤴ Professional Qualifications & Memberships
- ⤴ Additional Qualifications, Training and Apprenticeships (with dates, including any in progress)

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REFERENCES

You must give the names and addresses of two referees, one of whom should be your current or most recent employer. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer. Relatives should not be nominated as referees.

Name _____

Occupation _____

Company _____

Address _____

Postcode _____

Email _____

Tel. No _____

Name _____

Occupation _____

Company _____

Address _____

Postcode _____

Email _____

Tel. No _____

If you have not named your current employer (or if unemployed your previous employer), please state why.

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EMPLOYMENT HISTORY

Please list all your work history BEGINNING WITH THE MOST RECENT POSITION. If work is part-time or voluntary, please indicate. A continuation sheet may be attached if necessary.

Dates of employment	Names and Addresses of Employer	Post held and brief outline of main duties	Reason for leaving

PART 2 MEETING THE CRITERIA

ESSENTIAL CRITERIA

Please ensure you have read the first page containing information on filling out this part of the form correctly.

Question 1: Please demonstrate that you possess a third-level degree in Social Work or a related relevant discipline.

ESSENTIAL CRITERIA - CONTINUED

Question 2: Please provide full details and dates, demonstrating that you possess at least one year's relevant practical experience in a Support Worker role working with vulnerable families with complex needs or homelessness, and managing case work.

ESSENTIAL CRITERIA - CONTINUED

Question 3: Please demonstrate you have an understanding of the impact of domestic and sexual abuse on women and families, and the appropriate interventions.

ESSENTIAL CRITERIA - CONTINUED

Question 4: Please demonstrate, by way of examples, your computer literacy and experience in the use of Microsoft Office and in report writing.

ESSENTIAL CRITERIA - CONTINUED

Question 5: Please demonstrate you possess good communication skills, both verbal and written.

Question 6: You will be required to work unsocial hours, including evening and weekend work and take part in an on-call rota. Please confirm you will be able to meet these requirements, please tick as appropriate:

YES

NO

Question 7: A full driving license and use of a car is also essential for this position.

Do you have a full driving license and the use of a car, please tick as appropriate:

YES

NO

DESIRABLE CRITERIA

Question 8: Demonstrate experience of working in an inter-agency setting and as part of a team, with a working knowledge of statutory and voluntary services available for women and children, and the skills required to provide a co-ordinated service.

DESIRABLE CRITERIA CONTINUED

Question 9: Please demonstrate you possess at least 2 years' relevant practical experience in a Support Worker role working with vulnerable families with complex needs or homelessness, and managing casework.

PART 3 OTHER DETAILS

Do you have any holidays booked? If Yes, please give details.	Yes / No
Have you ever been convicted of a criminal offence, which is not "spent" under the provisions of the Rehabilitation of Offenders (NI) Order 1978? (NB: note motor offences and road traffic offences are criminal offences.) If Yes, please give details.	Yes / No

What is your Notice Period: _____

Please note: *If the post for which you are applying allows you access to under 18 year olds, by virtue of the Rehabilitation of Offenders (Exceptions) Order N.I. 1979, you are not entitled to withhold information about convictions which would otherwise be considered as spent as in the 1978 Order. Failure to disclose such information as detailed above could result in dismissal. Unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless their offence(s) is/are manifestly incompatible with the post in question.*

PART 4 ADVERTISING

In order to monitor our advertising effectiveness, please specify where you heard about this vacancy.

Internet/FWA Website	<input type="text"/>	(Please Specify)
Job centre online	<input type="text"/>	
Employment agency	<input type="text"/>	
Other	<input type="text"/>	(Please Specify)

PART 5 DECLARATION BY THE APPLICANT

I declare that I have not canvassed in any way and that the information contained in this Application Form is complete and correct to the best of my knowledge. I accept that providing false information or suppressing any information wilfully will make me liable for disqualification and, if appointed, to dismissal.

Signature:

Date:

PLEASE NOTE: A CANDIDATE FOUND TO HAVE KNOWINGLY GIVEN FALSE INFORMATION, OR TO HAVE WILFULLY SUPPRESSED ANY MATERIAL FACT, MAY BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL.

ALSO ENSURE THAT YOU COMPLETE IN FULL THE ATTACHED MONITORING QUESTIONNAIRE. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED.

PART 6 EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS QUESTIONNAIRE IS NOT COMPLETED AND RETURNED WITH YOUR APPLICATION FORM.

Please answer both sections:

Section A:

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you indicate your community background by ticking the appropriate box below:

- I am a member of the Protestant Community
- I am a member of the Roman Catholic Community
- I am a member of neither the Protestant nor Roman Catholic Community

Section B:

- I am a Male
- I am a Female

If you do not complete Section A of the questionnaire we are encouraged to use the 'residuary' method which means that we can make a determination on the basis of personal information on file/application form.

Foyle Women's Aid is an Equal Opportunities Employer. We do not discriminate on grounds of religious beliefs or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity we need to monitor the community background of applicants for appointment and our employees as required by the Fair Employment (NI) Order 1998.

The information you give will be treated in the strictest confidence and will not be used for any purpose other than monitoring Foyle Women's Aid's equal opportunities policy.

Thank you for completing this Application Form.

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE EXPLANATORY NOTES

Foyle Women's Aid is committed to providing equality of opportunity for all job applicants.

These notes explain the purpose of the questionnaire, the information to be provided and the way that the information will be used.

- ⤴ The questionnaire monitors your age, religious, gender, marital status, family status, disability and race.
- ⤴ To ensure the confidentiality of this information the questionnaire has been given an identifying number. Only the monitoring officer will be able to identify this number. **Your name should not be written on this questionnaire.**

You should not allow anyone else to use this questionnaire. If you should accidentally lose or destroy your questionnaire, contact the Foyle Women's Aid for a copy.

- ⤴ The information collected in this questionnaire provides us with very useful information on the profile of individuals applying to Foyle Women's Aid for jobs. The information will be used to measure the effectiveness of Foyle Women's Aid's equal opportunities policy and will assist us to develop and review positive/affirmative action policies.
- ⤴ The Monitoring information will form no part of the selection process, except when it applies to Disability Discrimination Act 1995, and is confidential except in limited circumstances
- ⤴ Under Fair Employment (NI) Act 1989, there is a requirement to monitor the community background of employees and applicants for vacant jobs. We are therefore asking you to indicate the community to which you belong, i.e. The Protestant Community, The Roman Catholic Community or Neither Community.
- ⤴ The information on the questionnaire will be entered into the confidential and secure computer system, which can be accessed only by the monitoring officer.

The monitoring system will be concerned only with statistical analysis and will not identify individuals

**If you have any queries regarding the Monitoring questionnaire,
please contact the Monitoring Officer 028 71 416 800.**