**APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **Position Applied Form** **Support Worker and Locum Support Worker**  | **Location:**Morning Star Hostel | **Monitoring Ref. No:**      |
| **Name:** | Email: |
| **National Insurance Number:** |
| **Address:****Postcode:**  |
| **Tel No:** **Mobile No:**       **email address:**       |
| **Present/Most recent post:**      **Date Appointed:** **Notice Required or Date of Leaving:** |
| **REFERENCES: Please give the names and addresses of two referees (where applicable one of these should be your present/last employer who will provide a work related reference, nor should they be a relative).**  |
| **Name:** **Position:** **Tel No:** **Address:**  | **Name:** **Position:** **Tel No:** **Address:**  |

|  |
| --- |
|  **Outline below academic and professional qualifications.**  |
|  |

|  |
| --- |
| **EMPLOYMENT HISTORY: (Current Employment first)** |
| **Month / Year** | **Name, Address & Type of organisation** | **Position Held and Principal Duties of Post** | **Reasons for Leaving Post** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Are you a member of any professional organisation? Yes/No****Name and level of membership:**  |

|  |
| --- |
| **Please detail how you meet the following essential criteria:****Working with People****Please provide an example of a time when you have been able to provide support to someone who was in a difficult situation. Please state the nature of the difficulties e.g. homelessness, addiction (Max 250 words)** |

|  |
| --- |
| **Please detail how you meet the following essential criteria:****Please give an example of a time when you had to deal with a person in behaving in a challenging or aggressive manner** **and how you resolved the situation. Please state if teamwork or collaboration was required and how this operated.****organi** |

|  |
| --- |
| **Please explain how you meet the following essential criteria by way of example:****Competent in the use of Microsoft office and / or other IT systems (Max 150 words)**  |

|  |
| --- |
| **Please explain how you meet the following essential criteria by way of example:****Competent and experienced in drafting written reports (Max 400 words)** |

|  |
| --- |
| **Additional Information** |
| **Additional Questions** |
| Additional Questions |
| Driving licence |
| **Do you have a current driving licence** |
| **Option** | **Applicant Selection** |
| Yes |  [ ]   |
| Yes with endorsements |  [ ]  |
| No |  [ ]  |
| Travel |
| **If required, do you have access to a car, or a form of transport which will enable you to undertake the duties of this post?** |
|  |
| Misconduct |
| **Have you ever been referred to a governing body as a result of misconduct?** |
| **Option** | **Applicant Selection** |
| Yes |  [ ]  |
| No |  [ ]  |
| Regulated activity |
| **Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, Morning Star Hostel is included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and as such if you are successful Moring Star Hostel will be required to carry out an Access NI check.****Is there any reason why you cannot work in regulated activity?** |
| **Option** | **Applicant Selection** |
| Yes |  [ ]  |
| No |  [ ]  |

|  |
| --- |
| **DECLARATION & SIGNATURE:**I confirm to the best of my knowledge that the information provided on this application form is true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, retracting a job offer or if employed, may lead to my dismissal.Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in the UK, Passport, qualifications etc. that may be necessary to process my application for employment.**Signed** **Date**I understand that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of recruitment.selection and administration.**Signature………………………………… Date………………………** |
| **Please return the completed application form and monitoring form to:****James.mccabe2@ntlworld.com****Applications must be returned by 5.00pm on 10th February 2023** | **Please indicate if you are related to an employee or Board Member of Morning Star Hostel: Yes/No****Name:**      **Position:**       |
| **Where did you learn of this vacancy:**  [ ]  **NIJobs.com**  [ ] **Publication-Please Specify** [ ]  **Website**  [ ] **Recruitment Agency** [ ]  **Word of Mouth**  [ ] **Training & Employment Agency** [ ]  **Internal Trawl**  [ ]  **Other-Please Specify** |