Dear Applicant

**Re: Post of Youth Rights Worker**

To help you with your application, you should read the following before completing your form.

We do not accept Curricula Vitae (CV’s). Therefore, it is important that you fully complete each section of our application form, giving the information requested.

LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.

It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.

You should complete the application form in black ink or in typescript.

We have an equal opportunity policy and endeavour to ensure that selection for jobs, training and promotion is carried out fairly and based on job related criteria. In order for us to properly assess your application, it is important that you complete the form as fully as possible, demonstrating how your skills/experience relate to those described in the advert and Person Specification. The panel may enhance the criteria in order to facilitate short-listing of the post. The panel will shortlist only on the basis of the information provided on your application form.

We also need to monitor the effectiveness of our policy. I would therefore ask you to complete the enclosed monitoring form and return with your completed application form.

**The Equal Opportunities Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The **closing date** for receipt of application forms is **Friday 18 June 2021 at 12 noon and** applications received after this date will not be considered.

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom. We are also committed to adhering to the Access NI Code of Practice in relation to requesting disclosure checks where appropriate and processing information in accordance with the code. VOYPIC has policies on the Recruitment of Ex-Offenders and Handling of Disclosure Documentation and they are available upon request. I would like to thank you for the interest you have shown in this post and I look forward to receiving your application form.

Yours sincerely

Alicia Toal

Alicia Toal

Chief Executive

**APPLICATION FOR EMPLOYMENT PRIVATE AND CONFIDENTIAL**

Thank you for your interest in Voice of young People in Care (VOYPIC).

We look forward to receiving your completed application form and monitoring form.

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| Position Applied for |  | **Ref**  | VOY-YRW-21 |

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| **Please complete ALL sections of the application form in BLOCK LETTERS using black ink.** |

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| Personal details |

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| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

|  |  |
| --- | --- |
| Address: |       |
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|  |       |

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| --- | --- |
| Postcode: |       |
| Email : |       |

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| --- | --- | --- | --- |
| **Home Telephone No.**  |       | **Daytime Contact No.** |       |

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| --- | --- |
| **National Insurance Number:** |       |

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| **Details of any Holiday Arrangements** |       |

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| **Driving Licence** Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |

This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form

of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how

would meet this requirement.

**Right to work in the UK**

Do you need a work permit to work in the UK? **Yes or No**

As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK. *E.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation*

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| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

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| **2. Education/Qualifications** |

## Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent

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| --- | --- | --- | --- | --- |
| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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 **Relevant third level education and above**

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| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
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**Relevant membership of professional bodies** (and courses attended)

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| **Date To/From** | **Details** | **Grade of Membership** |
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|  **4. Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
| **Postcode:** |       |

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| --- | --- |
| Position Held: |       |

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| --- | --- | --- | --- |
| Date Started: |       | Leaving Date: |       |
| Reason for Leaving: |       | **Notice Period** |       |

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| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact Name of Line Manager for reference: |       |

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| **Brief description of duties:** |
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|  **4. Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
| **Postcode:** |       |

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| Position Held: |       |

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| --- | --- | --- | --- |
| Date Started: |       | Leaving Date: |       |
| Reason for Leaving: |       | **Notice Period** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact Name of Line Manager for reference |       |

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| --- |
| **Brief description of duties:** |
|       |
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|  **4. Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Previous employer**

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| --- | --- |
| Name of Employer: |       |

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| --- | --- |
| Address: |       |
| **Postcode:** |       |

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| --- | --- |
| Position Held: |       |

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| --- | --- | --- | --- |
| Date Started: |       | Leaving Date: |       |
| Reason for Leaving: |       | **Notice Period** |       |

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| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact Name of Line Manager for reference |       |

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| **Brief description of duties:** |
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**Voluntary or unpaid work**

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| **Employer** | **Job Title** | **From** | **To** | **Description of Duties** | **Reason for leaving** |
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**Gaps in Employment**

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| **From** | **To** | **Reason for Gap** |
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|  **5. Information in support of your application** |
| **Skills, abilities and experience**Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.  |
| **Essential Criteria**  |
| A Diploma/Degree Social Work / Youth & Community Work qualification & 2 years’ experience working directly with vulnerable children and young people on an individual and group basis setting in a paid capacity. |
| Experience of engaging and advocating with and for vulnerable children and young people using participative practice or a strength based approach. |
| * A solid understanding of the issues that impact on children and young people in the care or with care experience.
 |
| Experience of user involvement in the planning delivery and evaluation of services  |
| Experience of planning and delivering group work. |
| Experience of maintain high quality and appropriate recordings of all work undertaken |
| Any other information relevant you’re your application ( maximum 200 words) |
|  |

**FOR OFFICE USE ONLY**

This page to be removed before shortlisting

## Disciplinary or grievance procedures, complaints and criminal offences.

**Have you been the subject of either a disciplinary or grievance procedures in any of your previous employment? Please Tick**

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| --- | --- |
| Yes | No |

If yes, please give details including outcome(s)

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Have you been the subject to a complaint made by a service user, member of the public or colleague? Please Tick

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| Yes | No |

If yes, please give details including outcome(s)

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**Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014? Failure to disclose such information could result in termination of this role. It should be noted that convictions for offences do not necessarily debar an applicant from obtaining employment. Please tick**

|  |  |
| --- | --- |
| Yes | No |

If yes, please give details

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Is there any reason that you cannot work in regulated activity? Please Tick

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| --- | --- |
| Yes | No |

If yes, please give details

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## Medical History - please give details of all periods of sickness over the past 3 years

How would you describe your health? Please tick

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| --- | --- | --- | --- |
| Excellent | Good | Fair | Poor |
|  |  |  |  |

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| --- | --- | --- |
| **Date To/From** | **Nature of sickness** | **Number of days** |
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Do you suffer from any disabilities, illness or injury that might affect your performance of the tasks associated with this position?

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| --- | --- |
| Yes | No |

 If yes, please give details (note Equal Employment Opportunities Guidelines apply to the consideration of this post)

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|  **8. References** |

Please give the names and addresses of two persons who have agreed to act as referees. Your 1st referee must be someone from your current or most recent employer who has a management position or line managementresponsibilities.(References may be taken up without further notice).

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| --- | --- |
| **1st Referee**  | **2nd Referee** |
| **Name** |       | **Name** |       |
| **Address** |       | **Address** |       |
| **Occupation** |       | **Occupation** |       |
| **Telephone** |       | **Telephone** |       |
| **Email** |       | **Email**  |       |

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|  **9. Declaration** |

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| I declare that all the foregoing statements are true, complete and accurate.I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.I understand that to take up this job I must have satisfactory references, health assessment and ACCESS NI check (if applicable).I understand that I may be asked to show some formal identification and evidence of qualifications if required.I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job. |

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| Signed: |  | **Date:** |       |
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