



APPLICATION FORM

Thank you for your interest. This Application Form should be completed in full using **BLACK INK**. Applicants will be assessed only on the information provided in the Application Form. **Curriculum Vitae may be submitted with your application.** Failure to fully complete the Application Form may cause your application to be rejected.

Job applied for

Department

PERSONAL DETAILS

1. Last Name

2. First names

3. Title (Mr, Mrs, Ms, etc)

4. Address

6. Post Code

7. National Insurance No:

8. Telephone (Home) (Mobile)

9. Email address

Please return this form to:

The Manager
Towell House Residential Home
57 Kings Road
Belfast BT5 7BS

Completed application Forms **MUST** be received no later than 12.00 noon on date of closing.
Applications received after the above time and date will **NOT** be considered.

Towell Building Trust is an equal opportunities employer and welcomes applications regardless of religious belief, political opinion, age, sex, marital status, race, ethnic origin or disability
CANVASSING WILL DISQUALIFY

10. EDUCATION

A. Please give full particulars of all secondary level educational qualifications:

Level Attained	Subjects Passed	Grade	Year

B. Please give full particulars of all further educational qualifications:

Degree/Diploma/Certificate	Month/Year Obtained

C. Please specify any professional qualifications, membership obtained including dates awarded:

Name of Professional Body	Part No. with date and result

D. Additional qualifications, training and apprenticeships relevant to this post (with dates including any in progress):

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11. EMPLOYMENT HISTORY

PRESENT POST

Name and Address of Present Employer:	
Date Appointed:	Present Salary:
Job Title:	Notice Period:
Principal duties of present post:	

12. EMPLOYMENT HISTORY

Have you ever been dismissed from a place of employment?	Yes	No
<i>If Yes, please give details</i>		

13. EMPLOYMENT HISTORY

PREVIOUS POSTS

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 From/To (MM/YYYY)	Names and Addresses of Employer	Post held and brief outline of main duties	Reason for Leaving

14. JOB RELATED EXPERIENCE

Applicants must indicate how their experience to date meets the requirements of the Job Description and fulfils the criteria contained in the Person Specification. Experience gained outside the workplace may be included. A continuation sheet may be attached if necessary.

15. ADDITIONAL INFORMATION

From the list below please answer only those questions that are relevant to the position for which you are applying. This information will be gained by checking the Essential/Desirable criteria shown on the Person Specification.

Do you hold a current full driving licence? YES NO Valid from:

If yes what type? (*Private/HGV*)

Do you have access to a motorcar? YES NO

<p>Do you have the right to work in the UK? Yes No</p> <p>Note: The company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</p>
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16. MEDICAL HISTORY

A. Please provide brief details and approximate dates of any periods of sickness over the past two years.

B. Do you have a medical condition that may affect your performance in the job? YES NO
If YES please give details.

17. ACCESS NI

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.)

YES **NO**

Please note: The post for which you are applying allows you access to vulnerable adults, 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.

If YES you MUST give details below.

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.

The Towell Building Trust Ltd has a written policy on the recruitment of ex- offenders. This is available on request from Towell House.

As a regulated facility Applicants should be aware an enhanced Access NI check is required for this post. Applicants should also be aware a trace on your Access NI check does not necessarily disbar from employment. Each case is assessed individually.

ACCESS NI Code of Practice can be obtained at:

<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

Or you can contact the following either by post or telephone:

ACCESS NI
PO Box 1085
Belfast
BT5 9BD
Phone: 0300 200 7888

Do you agree to an Access NI check **Yes** **No**

If your response is no we will be unable to process your application

Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House.

18. REFERENCES

Please give the names and addresses of two persons, not related to you, from whom references may be sought. One of these MUST be your present or a last employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

Reference 1

Reference 2

Name

Name

Address

Address

Email address

Email address

Tel. No.

Tel. No.

Occupation

Occupation

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

Please note that references will only be sought post interview if the panel is considering offering you an appointment.

I hereby declare that to the best of my knowledge the above information is true and accurate.

Signed:

Date:

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.

Please ensure that you complete in full the attached monitoring questionnaire. Failure to do so may result in your application being rejected.

PRIVATE & CONFIDENTIAL

COMPANY NAME **Towell Building Trust Ltd**

REFERENCE NO

MONITORING QUESTIONNAIRE

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief 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.

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 to 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 or Roman Catholic community

SECTION B:

I AM A MALE

I AM A FEMALE

If you do not complete Section A of this 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.

Note: It is a criminal offence under the legislation for a person to “give false information in connection with the preparation of the monitoring return”.

EQUAL OPPORTUNITES MONITORING QUESTIONNAIRE

EXPLANATORY NOTES

This employer 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.

1. 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 Monitoring officer, for a copy.
2. The information collected in this questionnaire provides us with very useful information on the profile of individuals applying to the company for jobs. The information will be used to measure the effectiveness of the company's equal opportunities policy and will assist us to develop and review positive/affirmative action policies.
3. 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
4. Under fair employment (NI) Act 1989, the council is required to monitor the community background of its 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.
5. 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