

Application Form

Post: Youth Participation Officer

Vacancy reference: YPO NOV 2011

Ref:	<input style="width: 90%;" type="text" value="YPO NOV 2011"/>
App ref:	<input style="width: 90%;" type="text"/>

Notes: please read before completing the application form.

- Applicants should submit this form only, supplementary material such as CV's will not be accepted.
- You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the personnel specification.
- Applications should be completed in BLOCK LETTERS using BLACK INK; typed / word-processed.
- This form is an editable pdf - you can type into and save this form to your pc. Please note, the amount of text that can be entered into each field is limited. Be sure your responses fit within each field to ensure that all text is visible once printed.
- Should you require a different format of form, please contact us to discuss this further.
- **Please return the completed form to:** Lara Bamford, by email: admin@chni.org.uk or by post to: Council for the Homeless NI, 4th Floor, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB, by no later than **12pm on Wed 7th December 2011.**
- **Provisional interview date:** Thursday 15th December 2011

Personal details

Surname:

Forename:

Title: *(Mr/Mrs/Ms/Miss/Dr, etc.)*

Address for correspondence

Address line 1:

Address line 2:

City / town:

County:

Post code:

Contact telephone and email

Please provide at least one tel. number at which you can be contacted in relation to your application

Home:

Work:

Mobile:

Email:

Education and Qualifications

Please list all Secondary level and further and higher education qualifications, including dates obtained, grades and classifications.

Date obtained	School / University	Qualification	
<i>mm/dd/yy</i>		<i>subject</i>	<i>Grade / classification</i>

Professional qualifications

Date obtained	Awarding body	Qualification	
<i>mm/dd/yy</i>		<i>Subject / course</i>	<i>Grade / classification</i>

Membership of professional institutions / associations

Please provide details of professional memberships, including duration, type, institutional details, etc.

Employment history

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please ensure text fits within allotted space - continuation sheets are not accepted.

Employer name	Nature of organisation	Dates of employment (mm/dd/yy) <i>commenced ended</i>	Job title & Duties (in brief)	Reason for leaving
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Employment history continued

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please ensure text fits within allotted space - continuation sheets are not accepted.

Employer name	Nature of organisation	Dates of employment (mm/dd/yy) <i>commenced ended</i>	Job title & Duties (in brief)	Reason for leaving
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Miscellaneous

Do you have any criminal convictions? If yes please provide details of any convictions below

Yes No

Do you currently hold a full driving license? Yes No

Do you consider yourself to have a disability? Yes No

If Yes, is there anything we need to know about your disability in order to offer you a fair selection interview, e.g. communications / correspondence; access facilities, etc.

Current / most recent salary (per annum £):

Length of Notice required from current employer:

Where did you hear about this vacancy?

Job centre NICVA website (community NI) Other:

References

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. Referees will not be contacted until a provisional offer is made.

Title:	Title:
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address line 1:	Address line 1:
Address line 2:	Address line 2:
City / town:	City / town:
Post code	Post code
Telephone	Telephone
Email	Email

Information for Sifting Purposes

The following section asks you to demonstrate how you meet the essential and desirable criteria as specified in the personnel specification for this role.

Essential Criteria: please give details of how you fulfil the essential criteria detailed for this post.

Information for Sifting Purposes

Essential Criteria (contd.): please give details of how you fulfil the essential criteria detailed for this post.

Information for Sifting Purposes

Desirable Criteria: please demonstrate clearly how you fulfil the Desirable criteria detailed for this post.

Information for Sifting Purposes

Desirable Criteria (contd.): please give details of how you fulfil the desirable criteria detailed for this post.

Additional information

Please provide any additional comments to support your application.

Declaration

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

Signature:

Date:

Please note: typed name / electronic signature will be accepted as substitute for signature. Applicants accepted for interview will be required to forward a signed hard copy of their form.