Connect Fermanagh Service Co-ordinator

**Application form**

## **Personal Details**

Name:

Address:

Postcode:

Phone:

Email:

National insurance Number:

## **Employment history**

**Please tell us about previous work, paid or voluntary, complete all sections below in full, starting with your current or most recent employer.**

### **Your current or most recent employer:**

|  |  |
| --- | --- |
| **Name of employer:** |  |
| **Employer Address:** | **Postcode:** |
| **Job title:** |  |
| **Salary:** |  |
| **Length of time with employer:** |  |
| **Reason for leaving:**  |  |
| **Notice required:** |  |
| **Duties & Responsibilities:** |  |

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| **Previous Positions** |
| **Position Held**  |  |
| **Date Employment Commenced** |  |
| **Date Left (If applicable)** |  |
| **Employer Name**  |  |
| **Employer Address**  |  |
| **Salary** |  |
| **Notice Period**  |  |
| **Reason for Leaving**  |  |
| **Duties and Responsibilities** |  |

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| **Previous Positions** |
| **Position Held**  |  |
| **Date Employment Commenced** |  |
| **Date Left (If applicable)** |  |
| **Employer Name**  |  |
| **Employer Address**  |  |
| **Salary** |  |
| **Notice Period**  |  |
| **Reason for Leaving**  |  |
| **Duties and Responsibilities** |  |
| **Previous Positions** |
| **Position Held**  |  |
| **Date Employment Commenced** |  |
| **Date Left (If applicable)** |  |
| **Employer Name**  |  |
| **Employer Address**  |  |
| **Salary** |  |
| **Notice Period**  |  |
| **Reason for Leaving**  |  |
| **Duties and Responsibilities** |  |

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| **Previous Positions** |
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| **Date Employment Commenced** |  |
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| **Employer Address**  |  |
| **Salary** |  |
| **Notice Period**  |  |
| **Reason for Leaving**  |  |
| **Duties and Responsibilities** |  |

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| **Reasons For Gaps In Employment** |  |

## **Education and Training**

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| --- | --- | --- |
| Professional | Dates | Qualification |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Training |  | Qualifications /Certificates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Further Higher Education | Dates | Qualifications /Certificates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Secondary Education | Dates | Qualifications /Certificates |
|  |  |  |

## **Please tell us why you applied for this job and why you think you are the best person for this position. (*Maximum 200 words)***

Please outline in your own words why you believe you would be suited to this position (*max 200 words*):

**Please tell us about your experience of supervising Volunteers or Staff:**

***(Maximum 200 words)***

**Please tell us about your experience of Supporting Others:**

***(Maximum 200 words)***

**Experience of working with Others:**

***(Maximum 200 words)***

**Please tell us about your knowledge, skills and experience of Safeguarding Vulnerable Adults:**

***(Maximum 200 words)***

**Please tell us about your administrative and ICT skills.**

*(Maximum 200 words)*

**Driving**

Do you have:

Valid Driving Licence: Yes / No

Access to a Car: Yes / No

## **Interview arrangements and accessibility**

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

|  |
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|  |

## **Right to work in the UK**

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

**References**

Please give the names and contact details of 2 people who we can ask to give you a reference.

One of these must be your most recent employer.

We may ask them before an employment offer is made, we will not ask your current employer until we have your permission.

### Referee 1

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### Referee 2

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## **Declaration**

I confirm that to the best of my knowledge the information I have 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.

I understand that information will be retained for administration purposes in compliance with the Data Protection Act 2018 and that all information supplied on this application with be kept strictly confidential and will only be used for the purpose of selection and administration.

While Connect Fermanagh seek to maintain the confidentiality of all documents relating to recruitment, disclosure of documentation may be required under the provisions of Equality Legislation applicable to N. Ireland.

**I consent to an AccessNI check** Yes No

Name: Signature:

Date:

**Please return your application form either by post or email to:**

Sonya Johnston
Connect Fermanagh

Fermanagh House

Broadmeadow Place

Enniskillen

BT74 7HR

Email: sonya@fermanaghtrust.org

**Closing date: Wednesday 31st May 2023, 12 Noon**