

**NICMA – the Childminding Association**

**16-18 Mill Street**

**Newtownards BT23 4LU**

**Tel: 028 9181 1015**

**Email:** [info@nicma.org](mailto:info@nicma.org)

**Web:** [**www.nicma.org**](http://www.nicma.org)

**APPLICATION FORM:**

**Development and Engagement Officer (Lower Western Health and Social Care Trust Area and surrounding areas)**

**Contract Type:**  Fixed Term Contract to 31st March 2020 (subject to funding)

Please complete this form legibly and return it on or before the closing date specified in the advertisement.   
Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
|  |  |
| **Reference number:** | **FTL/** |
| **Date application returned:** |  |
| **Shortlisted:** | **Yes / No** |
| **Date of interview:** |  |

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |

**2. ELIGIBILITY TO WORK IN THE UK**

Do you require a permit to work in the EU? Yes  No

If yes, please give details

**Educational and Professional Qualifications**

Secondary level and further and higher education:

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Subject** | **Grade/Level** | **Awarding Body** |
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**EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

**Employment History**

**Details of Present Employment**

(If unemployed at time of application please leave blank)

|  |  |
| --- | --- |
| Job Title | Present Basic Salary: |
| Employers Name and Address: | Date employed from: |
| Notice Period: |
| Reason for leaving: |
| Summary of Key Responsibilities | |

Please give details of your most recent employment first and work backwards. Include all periods of unemployment in the space provided so there are no gaps in the record.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of Employer** | **Job title, brief description of duties and salary** | **Reason for leaving** |
| From  DD/MM/YY | To  DD/MM/YY |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PERSONAL DEVELOPMENT / TRAINING COURSES**

Give details on any personal development/training courses that you consider relevant to the post.

|  |  |  |
| --- | --- | --- |
| **Details of courses or responsibilities** | **Outcomes achieved** | **Organised by** |
|  |  |  |
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**SUITABILITY FOR THIS POSITION**

Please use this section to provide evidence of how your skills, knowledge, experience and/or qualifications meet the requirements of this post by giving examples.

**NB: Only applicants who demonstrate that they meet the essential criteria will be shortlisted. Where we receive high volumes of applications, we reserve the right to shortlist those candidates who meet both the essential and desirable criteria.**

|  |
| --- |
| Minimum of NVQ 2 (or equivalent) in a relevant area |
| Proven experience in a similar role |
| Outstanding written and oral communication skills |
| Ability to deliver training a workshops |
| Strong customer focus, establishing the needs of customers and strives to ensure these are met |
| Excellent time management skills with the ability to prioritise and delegate tasks effectively |
| Establish effective working relationships with people at all levels through communication, consultation and interpersonal skills |

**7. REFEREES**

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need to be put in place for you in the event that we invite you to interview. This will help us to help you.

If you would prefer to discuss this with us please telephone Sonia Tomblin on 028 9181 1015

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**9. VERIFICATION OF INFORMATION**

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| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  **Signature: ……………………………………………………………….. Date: …………………………………………** |

**Please complete the separate monitoring form enclosed.**

This application form and all supplementary forms should be returned to:

**Deputy CEO**

**NICMA the Childminding Association**

**Elizabeth House 116 – 118 Holywood Road**

**Belfast**

**BT4 1NU**

Or by email to **info@nicma.org**

**Closing date for returned applications**

**Friday 18th October at 12pm**



**NICMA – the Childminding Association**

Fair Employment Monitoring Questionnaire

**Ref No: Development and Engagement Officer PRIVATE & CONFIDENTIAL**

**Introduction:**

**NICMA – the Childminding Association** is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.* You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong 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 not a member of either the Protestant or the Roman Catholic communities: |  |  |

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair***

***Employment (Monitoring) Regulations (NI) 1999 to knowingly give false a***