APPLICATION NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REF NO: **PADC0125**

APPLICATION FOR: **Peer Advice Development Co-Ordinator (Prisons)**

CLOSING DATE: **Monday 27 January 2025 at midday**

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

**(Part One)**

|  |  |
| --- | --- |
| SURNAME: |  |
| FORENAME(S): |  |
| ADDRESS: |  |
|  | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) |  |
| MOBILE NUMBER: (STD CODE) |  |
| PREFERRED CONTACT NUMBER: (STD CODE) |  |
| EMAIL ADDRESS: |  |
| NATIONAL INSURANCE NO: |  |
| RIGHT TO WORK IN THE UK |  |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**EMMA KINGHAN, ADMINISTRATION OFFICER, HOUSING RIGHTS, THE SKAINOS CENTRE, 239 NEWTOWNARDS ROAD, BELFAST BT4 1AF or**

**e-mail: recruitment@housingrights.org.uk**

**By midday on Monday 27 January 2025**

**EDUCATION / TRAINING**

|  |  |
| --- | --- |
|  | **QUALIFICATIONS ATTAINED** |
| **Dates** | **Type of qualification** | **Subjects Passed** | **Grade attained**  | **Date awarded** |
| From: | To: |
| **Secondary Education** *(name of school/college)* |  |  |  |  |  |  |
| **Further Education** *(name of university/**college)* |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of the application form, therefore only those candidates who have best demonstrated they meet the criteria as set out in the Person Specification for this post, will be short-listed.

**EMPLOYMENT RECORD**

Please start with your present or most recent employment and continue on separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address****of Employer** | **Position Held****& Main Duties** | **Hours per week in post** | **Grade/****Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria (Please continue on a separate sheet if required)**

|  |
| --- |
| **E1\*. Please demonstrate clearly, evidence of relevant qualification in relevant discipline e.g. Housing/ law/ advice.** |
| **\*E2 Please demonstrate clearly, evidence of your experience of delivering housing advice to vulnerable groups including people in prison (Max. 500 words)** |
| **\*E3. Please demonstrate clearly, establishing links and building effective relationships across voluntary, statutory and/or private sector organisations (Max. 500 words)** |
| **\*E4. Please demonstrate clearly, your ability to work on own initiative and as part of a team to achieve positive outcomes (Max. 500 words)** |
| **\*E5. Please demonstrate clearly, your ability to plan and prioritise workloads and work effectively under pressure (Max. 500 words)** |
| **\*E6. Please demonstrate clearly, evidence of your ability to meet the mobility requirements of the post (e.g. Travel to the 3 N.I. prison locations).**  |
| **Additional Information - Please give any additional details of your work experience and other interests/information which you believe makes you suitable for this post, including how you meet any desirable criteria. (Max. 500 words)** |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work. (Please continue on a separate sheet if required)

|  |
| --- |
|  |

**(Part three)**

**HEALTH**

How many days have you been absent from work owing to illness in the last 2 years?

|  |
| --- |
|  |

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any existing member of the staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If successful, how much notice are you required to give (if applicable) and how soon can you take up a post?** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date. Do you have any planned holidays within the next 3 months?**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**REFERENCES**

Please give details of two referees, at least one of whom should be your current/last employer:

**PLEASE PRINT CLEARLY ALL DETAILS**

|  |  |  |
| --- | --- | --- |
| **1** |  | **2** |
|  | **NAME** |  |
|  | **ADDRESS** |  |
|  | **TELEPHONE** |  |
|  | **EMAIL** |  |
|  | **CAPACITY** |  |
|  | **Can be contacted for a reference at this time (Y/N)** |  |

(NB AN EMPLOYER’S REFERENCE WILL BE REQUIRED BEFORE APPOINTMENT)

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE**  |  | **DATE**  |  |

|  |  |
| --- | --- |
|  |  |

How did you hear about this vacancy?

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website |  | Housing Rights e-zine |  |
| Community NI  |  | JobApplyNI (job centre) |  |
| Nijobfinder.co.uk |  | Family/friend |  |
| cwjobs.co.uk |  | Recruiter / Agency |  |
| Other (please state): |