# APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

**Return this form to:** Finance & Business Administration Manager **Ref. No:** DCDN 18/01/

Habitat for Humanity Northern Ireland

Riverside Centre

Young Street

LISBURN

BT27 5EA

**Closing Date: Wednesday 20th June 2018 at 1pm**

**Interviews: Wednesday 27th June 2018**

**POSITION APPLIED FOR: Donation Collection Driver/Volunteer Supervisor (Newry)**

This application form will be used for the purpose of assessing your suitability for the post for which you are applying. Each part of the form must be fully completed. If a section has insufficient space, you should continue on an additional sheet of paper in the same format which should be attached to the application form. Please use black ink/type. Please note that a Curriculum Vitae is not acceptable in lieu of a completed application form. If you wish to have your application form acknowledged please enclose a stamped self-addressed envelope. If you need assistance in completing this form, please contact us.

|  |  |  |  |
| --- | --- | --- | --- |
| **(i) Personal Details** | | | |
| Surname | Forename(s) | | Title |
| Address  Postcode | | | |
| Email Address | | | |
| Telephone number | | NI No. \_\_ \_\_ / \_\_ \_\_/ \_\_ \_\_ / \_\_ \_\_ / \_\_ | |
| Current driving licence? YES/NO  Expiry Date: | | Details of  endorsements | |
| Are you eligible to take up employment in the UK? YES/NO (If Yes, please provide details)  Are there any restrictions on you taking up employment in the UK? YES/NO (If Yes, please provide details)  **N.B. you will be required to provide proof of eligibility if selected for this position.** | | | |
| **(ii) General Information** | | | |
| If you have a disability are there any arrangements we can make for you if you are called for interview? **YES/NO** (If Yes, please specify, e.g. ground floor venue, etc.) | | | |
| **(iii) Other Employment** | | | |
| Please note any other employment you would continue with if you were to be successful in obtaining this position. | | | |

|  |
| --- |
| **(iv) Education** (Details of schools attended, examinations passed, since age 11)  Please note: Short listed applicants must provide originals of all qualifications, at interview. |
| Schools attended Qualifications gained  (type only, e.g. secondary, grammar, etc.) |
| Colleges/Universities Qualifications gained |
| Other training |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(v) Employment History.** Please note that you must give exact dates for each period of employment in order that your Application form can be assessed against selection criteria. Please ensure that all employment details and dates are continuous. Start with your current employer and detail any periods of unemployment, domestic activities or voluntary work. | | | | |
| From - To | Name and address of employer | Job Title and duties | Start/finish salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Notice required in current post:** | | | | |
| **(vi) Knowledge.**  The shortlisting panel will only shortlist those who meet the required criteria. It is therefore essential that you fully describe how you meet the set criteria detailed in the Personnel Specification, giving examples and specifying dates as appropriate. If the advertisement specifies a qualification (academic, professional and/or vocational) `or equivalent’ the responsibility lies with you to show how your qualifications meet the required standard specified. | | | | |
| **Essential**   1. Excellent interpersonal and communications skills, internally and externally, with groups and individuals, and the ability to verbally convey Habitat for Humanity’s work with confidence and credibility. 2. Minimum 2 years relevant work experience. 3. Sound geographical knowledge of Northern Ireland. 4. Ability to safely move stock items, potentially up to 25kg. 5. Drivers Licence with C1 classification. 6. Knowledge of Digital Tachograph’s, Drivers hours, Manual Handling, Health and Safety. 7. Committed to the vision and mission of Habitat for Humanity and a working style that reflects these. | | | | |
| **(vi) Knowledge (continued)** | | | | |
| **Desirable**   1. CPC Card. | | | | |

|  |  |
| --- | --- |
| **(vii) Please describe any other information you feel is relevant to your application** (e.g. publications, courses attended, voluntary work, interests, etc.) | |
|  | |
| **(viii) General Comments** (Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post). | |
|  | |
| **(xi) References** (Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references). | |
| **1.** | **2.** |
| **(xii) Rehabilitation of Offenders (NI) Order 1978** | |
| **Convictions:** Unprejudiced consideration will be given to candidates who declare criminal conviction(s), unless their offence is clearly incompatible with the post in question.  **Have you any convictions for a criminal offence?**  (other than those that are considered as spent under the Rehabilitation of Offenders Order (NI) 1978)  **Yes/No\***  (\*Please delete as appropriate) | |
| **(xiii) Health Details** | |
| Do you have a physical or mental impairment which has a substantial and long-term effect on your ability to carry out day-to-day activities? **Yes/No\***  (\*Please delete as appropriate)    Please specify any special arrangements for work associated with any impairment. | |
| Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer. | |
| Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving. | |
| Please list all absences from work in the past 12 months and the reasons for such absences. | |
| **(ix) Please indicate how you became aware of this vacancy** | |
| Community NI website 🞎 Job Centre Online 🞎  Habitat for Humanity NI Website 🞎 Other 🞎 | |
| **DECLARATION** (Please read this carefully before signing this application) | |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that the organization reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.   3. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  Signed: Date: | |