**VOLUNTEER NOW**

**APPLICATION FORM**

**APPLICANT GUIDELINES**

* Before starting the application, please familiarise yourself with the Job Description. You should use this form to demonstrate how you meet the selection criteria in your application.
* Please provide two appropriate references from your employment history, preferably at least one from your current or most recent position. We will NOT contact these references without your prior knowledge.
* When highlighting any dates/times you are not available for interview please be as precise as possible. While we try to accommodate every candidate, this may not always be possible.
* Any responses which exceed the specified 400-word maximum word limit will not be taken into consideration.

**Closing date for receipt of applications is insert date at 4.00 pm. Please ensure that you have completed all sections of this form and return it to: Kelli Cleland by email to** [**kelli.cleland@volunteernow.co.uk**](mailto:kelli.cleland@volunteernow.co.uk) **by the closing date. Emailed application forms are preferred. Hard copy applications can be sent to: Volunteer Now, The Skainos Centre, 239 Newtownards Road, Belfast, BT4 1AF.**

**If you are successful to interview stage you will be required to sign said form. Forms returned after the closing date will not be accepted.**

PLEASE NOTE: Certain aspects of the Person Specification as set out in the Job Description have been selected for criteria at the short listing stage; these are covered in this application. All competencies and requirements as set out in the Person Specification will be assessed at shortlisting and/or the interview.

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| **JOB TITLE:** | **Volunteering Participation Officer** |
| **REFERENCE:** | **VPO/SEP23/** |

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| **PERSONAL DETAILS** |

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| **Surname:** |  | | | **Title:** |  |
| **Forename:** |  | | | | |
| **Address:** |  | | | | |
| **Postcode:** |  | **Email:** |  | | |
| **Home Tel:** |  | **Mobile:** |  | | |
| **National Insurance no:** | |  | | | |
| **Where did you see this vacancy advertised?** | |  | | | |

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| **DRIVING LICENCE** |

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| **Do you hold a full valid driving licence?** | **Yes No** |
| **Do you have access to/use of a car?** | **Yes No** |
| **If you answered No to either questions, then please outline proposals for appropriate alternative arrangements.**  Please note that this post is based in Belfast but will require travel throughout Northern Ireland. | |

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| **EDUCATION & QUALIFICATIONS** |

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| **Level:**  **Secondary/Further/Higher** | **Dates** | | **Qualification** | **Date obtained** |
| **From:** | **To:** |
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| **Membership of professional institutions/associations:** |
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| **CAREER HISTORY** |

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| **CURRENT OR MOST RECENT EMPLOYER** |

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| **Name:** |  | | | |
| **Address:** |  | | | |
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| **Postcode:** |  | **Telephone Number:** | |  |
| **Position held and brief outline of duties:** | | | | |
| **Date Started:** |  | **Date Left:** | |  |
| **Reason for Leaving:** |  | | | |
| **Job Title:** |  | | **Salary:** |  |
| **Any other benefits:** |  | | | |
| **Notice Period (if applicable)** |  | | | |

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| **PREVIOUS EMPLOYMENT** |

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| **Please give details of employment paid or unpaid over the last 10 years. Please begin with your most recent employment.** |

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| **Name and Address of Employer and Nature of Business:** | **Dates** | | **Position Held:** | **Reason for Leaving:** |
| **From:** | **To:** |
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| **REFEREES** |

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| **Please supply details of two referees, at least one of whom should be your current (most recent if unemployed) manager/supervisor and have knowledge of your present work. References from family or friends are not acceptable.** | | | |
| **Reference 1** | | **Reference 2** | |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
|  | |  | |
| Postcode: |  | Postcode |  |
| Job Title: |  | Job Title: |  |
| Tel No: |  | Tel No: |  |
| Email: |  | Email: |  |
| Relationship to you: |  | Relationship to you: |  |

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| **INTERVIEW ARRANGEMENTS** |

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| **Reasonable Adjustments**  Volunteer Now will make reasonable adjustments in making sure that our employment arrangements and premises do not put a person with a disability at a substantial disadvantage, compared with a person with no disability.  Do you require any reasonable adjustments in relation to either correspondence or access which you may require at interview?  **Yes No** |
| **If yes, please provide more information:** |
| **Interviews are currently planned for the following dates (subject to change):**  **Insert week commencing if known.** |
| **Please advise if there are any dates/times around this time you are not available to attend an interview** (while we try to accommodate every candidate, this may not always be possible)**:** |

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| **Declaration of Convictions:** | **Conviction information will be requested at a later stage in the process. Volunteer Now has a policy on the recruitment of ex-offenders, available** [**here**](Policy%20on%20the%20Recruitment%20of%20Ex-Offenders.pdf) **or on request. Any information given will not necessarily mean that you cannot work with us.** |

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| **DECLARATION** |
| *Please ensure you sign and date this declaration before returning your application form.*  Data Protection Declaration: The information on this application form will be held and processed in accordance with the requirements of the relevant Data Protection Legislation.  □ I give permission for Volunteer Now to collect, hold and use my personal information (you have the right to withdraw this permission at any time).  Volunteer Now/Volunteer Now Enterprises Ltd collects your personal information, holds it securely and only uses it for the purposes for which it is intended (recruitment exercise). For more information about how we use your data, please see our privacy policy at <http://www.volunteernow.co.uk/privacy-policy>.  I understand that the information is being used to:   * Process my application for employment * Form the basis of a computerised record on the recruitment system for processing and monitoring purposes * Form the basis of a manual job file with other application forms and will be used for processing * If appointed, form the basis of a manual and computerised employment record.   *I declare that, to the best of my knowledge and belief, the information provided in this form is true and complete. I understand that any false or omitted information may result in an offer or appointment being withdrawn or dismissal or other disciplinary action if I am appointed.*  Signed:  Date: |

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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** |

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| ***In each of the following sections please demonstrate, giving examples and specifying dates as appropriate, how you meet the particular competence and experience sought.*** |

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| **Delivering Excellence – In Youth Work (Focus: quality outcomes, learning, continuous improvement):** Ability to deliver quality outcomes; striving to make continuous improvements; committed to learning, personal development and sharing knowledge. *400 words maximum.* |
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| **Thinking Outside the Box (Focus: innovation, resourcefulness, creativity):** Ability to embrace new ideas, opportunities and ways of working; responding positively to change; making best possible use of available resources. *400 words maximum.* |
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| **Working Together (Focus: connecting, collaborating, building relationships):** Ability to work collaboratively across whole organisation; connecting and building relationships with external stakeholders; presenting positive and professional image to others at all times.  *400 words maximum.* |
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| **Getting Things Done (Focus: decision making, planning and organising, working independently):** Ability to use relevant information in effective decision making; planning and organising workload effectively to meet objectives; ability to work independently and seek support when necessary. *400 words maximum.* |
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| **ADDITIONAL REQUIREMENTS (ESSENTIAL)** *All answers should be 400 words maximum.* |

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| **A relevant qualification (youth work at degree level) or three years’ experience in supporting young people within the last 5 years.** |
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| **2 years’ experience of working with young people in a youth setting (outlining your specific role).** |
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| **Experience of volunteering, the promotion of volunteering, social action and delivering support services detailing your role and learning.** |
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| **Ability to demonstrate commitment to our organisational values.** |
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| **ADDITIONAL REQUIREMENTS (DESIRABLE)** *All answers should be 400 words maximum.* |

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| **Experience of campaigning and supporting young people to deliver campaigns.** |
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| **Experience of delivering and supporting events that are youth led and focused.** |
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