

## **Application Guidance Notes**

### **1. Background**

The Simon Community Northern Ireland, established in 1971 in Belfast, is a leading charity that helps thousands of people each year who have lost their home or who are at risk of becoming homeless. Across Northern Ireland, we have 22 accommodation projects and support a wide range of vulnerable people who have complex needs. Successful applicants will be required to work with clients with a range of complex needs including; Mental Health, Substance Misuse, Homeless Prevention, Offending and Young People.

### **2. Assessment Timetable and Process**

<b>Close Date for Receipt of Applications</b>	<b>Thursday 17<sup>th</sup> April at 4.00pm</b>
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Applicants are required to submit their completed **Application Form** and **Monitoring Form** **before the stated closing date and time**. Any applications received after this date and time will **NOT** be accepted. Responsibility for ensuring successful submission of their application rests with the applicant so please allow yourself time to fully complete and submit your application.

**Disability Requirements:** Should any candidate require reasonable adjustments, please advise the organisation accordingly to ensure consideration and accommodation where possible.

### **3. Application Form Guidelines**

**All information must be provided using the application form;** continuation sheets may be accepted only under those sections where this is clearly stated. CV's or any other additional information will not be accepted. All information given will be treated with the strictest confidence.

Shortlisting will be undertaken against the essential and desirable criteria and will be carried out **only** on the basis of the information submitted on the application form. It is your responsibility to ensure you outline clearly in sufficient detail how and to what extent you fully meet each of the requirements.

**Before you start to complete the Application Form, please check that you meet ALL the minimum essential criteria as detailed.**

For any queries, contact the HR Department on 02890 232 882.

## **PERSONAL INFORMATION**

**PERSONAL DETAILS:** Please enter your address and contact details, as well as confirming your eligibility to work in the UK.

**Please note:** Under current legislation, it is a criminal offence to employ a person who is not entitled to work in the UK. Therefore, you will be required to present proof of your right to work in the UK. In all cases, only the acceptable documentation types, as stated by law, may be accepted.

## **EMPLOYMENT HISTORY**

You are required to list all present and past employment, beginning with your most recent/current post and your reason for leaving. You must ensure you fully account for any gaps in employment.

It is your responsibility **to ensure that the employment dates** you have provided are accurate and that they fully demonstrate that you meet the required experience level. Your employment dates will be verified via your references.

## EDUCATION HISTORY

It is your responsibility to detail all of your qualifications and ensure that you demonstrate how your qualifications meet or are equivalent to those required.

### ***Further and Higher Education***

If you have any other relevant higher education qualifications, please use the space provided to note these.

### ***Training and Professional Qualifications***

If you have any other relevant professional training or membership of any professional bodies, please use the space provided to note these.

**Subject to appointment, you must provide evidence of certificates of essential qualifications.**

## SHORTLISTING - ESSENTIAL AND DESIRABLE CRITERIA

### ESSENTIAL CRITERIA

Only the information you provide within your application form will be considered at shortlisting.

For each essential criterion, you must ensure you fully demonstrate that you have the relevant experience and / or skills required. Responsibility for doing so rests with you. Please use dates and examples to demonstrate this as appropriate.

Please note if there is a requirement to hold a valid driving licence for the post you are applying for, you will be required to provide evidence of this if successful. You must hold the licence at the date of application.

### DESIRABLE CRITERIA

Only the information you provide within your application form will be considered at shortlisting.

For each desirable criterion, you must ensure you fully demonstrate, that you have the relevant experience and / or skills required. Responsibility for doing so rests with you. Please use dates and examples to demonstrate this as appropriate.

The desirable criteria may be used to enhance the essential criteria in the event of a significant number of applications being received.

## ADDITIONAL

***Please note this section of the application form will not be available to the shortlisting panel.***

**Relatives:** Please provide details of relationships to any member of the Board of Directors or any employee of the Simon Community Northern Ireland.

### **Declarations of Criminal Convictions / Vetting - FOR REGULATED POSTS ONLY**

The post you are applying for may be regarded as a Regulated Activity Position, as defined by the Safeguarding Vulnerable Groups (NI) Order 2007, and within the definition of an "excepted" position as provided by the **Rehabilitation of Offenders (Exceptions) Order (NI) 1979**.

**For Regulated Activity posts**, all applicants **MUST** provide details of **ALL** convictions including **SPENT** convictions which **MUST be** disclosed. This information will be checked and verified. You are advised that **ALL** convictions must be disclosed (spent and unspent) as above. Having a conviction will not necessarily debar you from being considered as due consideration will be given to each individual case in relation to the specific post being applied for.

If your circumstances change since your original disclosure you are required to notify the organisation immediately of any additional or potentially pending convictions not originally disclosed. ***Failure to do so could result in disciplinary action up to and including termination of employment or withdrawal of any offer.***

**Pre-employment References and Checks:** All offers of employment are conditional and subject to a satisfactory Access NI and / or other Checks. Currently, Access NI checks are not portable across employers and therefore even if you have had a recent check, each employer must complete its own checks. You may be required to apply for the Access NI check and will be reimbursed.

No offer of employment will be confirmed until all vetting and other checks, as required for the position, have been undertaken and are deemed satisfactory. Any conditional offer may be withdrawn, if the required checks are deemed not to be satisfactory. Applicants are advised not to submit their resignation to their current employer until all checks have been satisfactorily completed and an offer of employment confirmed.

If there is a concern in relation to the checks, you may be invited in to discuss the matter before any decision to appoint/not appoint is made. In deciding if a candidate can be appointed to the position, the Safeguarding Panel will consider the overall character requirements and complete a full risk assessment.

**Overseas candidates** – For applicants from Overseas (applicants who are citizens of the European Community or other countries) Certificates of Good Conduct from their Consulate or other associated checks are required.

***Please note Health Checks will also be required:*** *Subject to any conditional offers of employment with us, candidates must complete a pre-employment health declaration to satisfy the organisation as to their health to undertake the duties and responsibilities of the post. For employees who work nights, the organisation offers the opportunity to have a night working health assessment before commencing. This is to identify their fitness for night work and, if necessary, to understand any particular reasonable support the employee may need to work effectively. As night worker health assessments are voluntary, employees may decline the offer of an assessment.*

## REFERENCES

Please give the name, email address, telephone number and occupation of two referees, one of whom should be your current/most recent employer.

Your referees should be in a position to assess your skill, knowledge and aptitude for this post, stating in what capacity they know you. References will only be taken up subject to a conditional offer being extended.

Please note: referees should not be related to you and a current employer's reference will be required before appointment.

## MONITORING - Equality and Monitoring

We are committed to promoting equality of opportunity and preventing any unfair discrimination in its practices, seeking to ensure that applicants or employees are not discriminated against (either directly or indirectly) regardless of: Sex; gender reassignment, pregnancy or maternity leave; being married or in a civil partnership; having or not having dependants; religious belief or political opinion; race, colour, nationality, ethnic or national origins, disability; sexual orientation; or age.

The organisation, as required by the Fair Employment and Treatment (Northern Ireland) Order, monitors applications for employment. The use and confidentiality of this information is protected by this order. The monitoring information will NOT be made available to the panel at any stage during the process. It will only be used for monitoring, investigations or proceedings under the requirements of the order.

## DECLARATIONS

**Application Verification:** You are required to read and confirm the information you have provided is true to the best of your knowledge and your understanding that inaccurate or false information given may result in an offer of employment being withdrawn.

## OTHER INFORMATION

**Interviews:** If your application is shortlisted you will be invited to interview, which may be held virtually by electronic means. At interview you will be asked questions based on the job description and specified criteria for the post. You will also be asked to demonstrate how you meet Simon Community NI's core values which are:

- Non-judgemental.
- Trustworthy.
- Dedicated

**Reserve Lists:** Candidates who satisfy the recruitment panel that they meet the requirements for a post but who have not been offered a position on this occasion may be placed on a reserve list. The reserve list may be used to make an offer for a similar post in any of the operational areas across Northern Ireland. Reserve candidates will be held on the reserve list for **no more than twelve months** from the date of the decision to the date of authorisation of an appropriate vacancy.

**Starting Salary on Appointment:** The salary and benefits are set out in the job description and appointment on the scale will be based on consideration of the skills and experience of the successful candidate.

**BEST WISHES FOR SUCCESS. WE LOOK FORWARD TO RECEIVING YOUR APPLICATION.**