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| MORNING STAR HOUSE |

APPLICATION FOR EMPLOYMENT

Please complete the form in own handwriting using black ink. Submissions can be made in hard copy or scanned document. CV’s will NOT be accepted

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| Application for the position of:  (please circle preferred option) | **Senior Support Worker** |
| Closing Date: | 01/09/2022 |
| Application Form and Monitoring Form should be sent to  Morning Star House, 2 – 12 Divis Street, Belfast BT12 4AL | |

SECTION 1: PERSONAL DETAILS

|  |  |
| --- | --- |
| Title: Mr/Mrs/Miss/Ms | |
| Surname | |
| First Name(s) | |
| Date of Birth: | National Insurance No: |
| Home Address: | |
|  | |
| Post code: | |

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| --- | --- | --- | --- |
| Contact details | | | |
| Home |  | Work |  |
| Mobile |  | E mail |  |

SECTION 2 QUALIFICATIONS & TRAINING

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| --- | --- | --- | --- | --- |
| 2.1 Educational Qualifications | | | | |
| Dates | Qualifications & Grade | | | |
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| Training Organisation | | Dates | Course Title | Qualification & Grade |
|  | | From:To |  |  |
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**Use additional pages if required**

SECTION 3: CURRENT OR MOST RECENT POSITION

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| --- | --- | --- | --- | --- | --- | --- |
| Job Title |  | | | | | |
| Period of Employment : | | | From |  | To |  |
| Name & Address of Employer | |  | | | | |
| Notice Period required | |  | | | | |
| Reason for Leaving | |  | | | | |
| Outline main duties of current position – please explain relevance to this post | | | | | | |
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| References may be sought from your recent employer. | | | | | | |

SECTION 3 PREVIOUS EMPLOYMENT HISTORY

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| --- | --- | --- | --- | --- |
| Please record **all** positions held starting with most recent inc relevance to this post | | | | |
| Date | | Employer’s | Position held  Outline of duties | Reason for leaving |
| From | To | Name & address |  |  |
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SECTION 4 MEETING THE COMPETENCIES REQUIRED FOR THE POST APPLIED FOR - You can use examples from your working or personal life including voluntary and community work. Examples used should be practical examples demonstrating what YOU have done and how YOU did it.

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| 4.1 Working with people – (maximum 250 words)  Please provide an example of a time when you have been able to provide support to someone who was in a difficult situation. Please state the nature of the difficulties e.g. homelessness, addiction. |
| 4.2 Dealing with people with challenging behaviours (maximum 250 words)  Please give an example of a time when you had to deal with a person who was behaving in a challenging or aggressive manner and how you resolved the situation. Please state if teamwork or collaboration was required and how this operated. |
| 4.3 Aptitude for the Post (maximum 250 words)  Please provide details of how your previous and current experiences and skills, educational training and learning equip you for this post. |
| 4.4 Managing Resource (maximum 250 words)  Please provide details of when you previously managed resources e.g. staff, volunteers, finance, etc. to assist service delivery. |

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| 4.5 Leadership (maximum 250 words)  Can you give an example of a time when you demonstrated leadership and what was the outcome? |

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| 4.6 Ethos and Tradition (maximum 250 words)  The ethos of Morning Star House is inspired by the social teachings of Christianity. Please provide details of how you would positively promote and reinforce those principles.' |

SECTION 5 REFERENCES

Please give the names and business addresses of at least three referees.

These referees should be able to provide references to cover work / school for the last three years. Friends or family referees should not be given

|  |  |
| --- | --- |
| Name & Business Address | Name & Business Address |
| Telephone Contact Number | Telephone Contact Number |
| Occupation / Relationship | Occupation / Relationship |
| Employment dates | Employment Dates |
| References may be requested  prior to the interview Y/N | References may be requested  prior to the interview Y/N |
| Name & Business Address | Name & Business Address |
| Telephone Contact Number | Telephone Contact Number |
| Occupation / Relationship | Occupation / Relationship |
| Employment dates | Employment Dates |
| References may be requested  prior to the interview Y/N | References may be requested  prior to the interview Y/N |

SECTION 6 GENERAL INFORMATION

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| Are you related to any Management Committee member, staff member or resident of Morning Star House? Please tick as appropriate  Yes: No: |

If yes, please state to whom and the nature of the relationship:

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In the interests of safeguarding, MSH has a duty of care to protect vulnerable adults using its services. Therefore, MSH is obliged to enquire from potential employees about the following:

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| Have you ever been convicted of a criminal offence (other than minor motoring offences) whether it is spent or not in accordance with the Rehabilitation of Offenders Order (Northern Ireland) 1978?    Yes: No:  Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?      Yes: No: |

If yes, please give details. (please note that the provisions of the Rehabilitation of Offenders (Northern Ireland) Order 1978 do not apply for residential work settings)

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| Date | Details |
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If invited to interview, do you require any form of reasonable adjustment to be made? YES / NO

Do you have any health conditions for which reasonable adjustment may be made prior to or upon your taking up appointment? YES / NO

Are you aware of anything in your personal or professional life which would be a source of embarrassment to yourself or Morning Star House if it became known, in the event of your appointment. YES / NO

If Yes please give details

Please note that appointment to the post will be made by the Management Committee and may be subject to satisfactory medical and vetting procedures. Employees will be required to complete a satisfactory 12 month probation period before permanent appointment is confirmed.

I declare that the information provided in this application is complete and correct. I understand that false information may lead to termination of employment, withdrawal of a job offer or referral to a statutory body.

Signed Date