**COMMUNITY ADVICE ARDS AND NORTH DOWN**

**APPLICATION FOR EMPLOYMENT**

Please complete as an MS Office compatible document or in **black** ink to enable clear photocopying.

**POSITION: CAAND/MACMILLAN SUPPORT BENEFITS ADVISOR**

**HOURS: 37 hours per week**

**SALARY: £27,514 PER ANNUM (plus 5% employer pension contribution)**

**TERM: Fixed term up to 31ST DECEMBER 2024 (with possible extension)**

**LOCATION: The Ulster Hospital and Home Working**

**PERSONAL**

|  |  |
| --- | --- |
| SURNAME **:**  | FORENAMES :  |
| TITLE : ADDRESS :  | TELEPHONE NUMBERS :MOBILE: HOME : WORK:  |
| NATIONAL INSURANCE NUMBER:  |

**REFERENCES**

Please give the details of **two** people who we can approach should you be made an offer of employment (one of whom should be from your current or most recent employer):

|  |  |  |
| --- | --- | --- |
| Name & Address | Role & Relationship to applicant | Tel No |
|  |  |  |
|  |  |  |

**DISABILITY**

 DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY WHICH IS RELEVANT

 TO YOUR JOB APPLICATION? **YES**/**NO**

If you have answered ‘YES’ – is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: e.g. interpreter, parking facilities, or any other form of assistance (please specify):

**MOBILITY**

 DO YOU HAVE ACCESS TO A CAR? **YES / NO**

 DO YOU HOLD A FULL CURRENT DRIVING LICENCE? **YES** **/ NO**

If you have answered NO to either of the above mobility question and you consider yourself to have a disability which is relevant to your job application, can you demonstrate that you can fulfill the mobility requirement of the post for which you are applying?

**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF SCHOOL / COLLEGE ETC ATTENDED (from age 11) | FROM | TO | EXAMINATIONS PASSED OR OTHER QUALIFICATIONS ATTAINED |
|  |  |  |     |
|  |  |  |  |

PLEASE STATE ANY ADDITIONAL QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL BODIES, OR ANY OTHER TRAINING UNDERTAKEN

**EMPLOYMENT HISTORY**

Relevant employment - including most recent employment. Please start with your present employer and work back. **Please include all periods of unemployment and any relevant voluntary work undertaken.**

**PRESENT/MOST RECENT SALARY: £**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME, ADDRESS OF EMPLOYER | POSITION HELD AND MAIN RESPONSIBILITIES | SALARY | DATEFROM - TO | REASONSFOR LEAVING |
|  |   |  |  |  |
|  ***Guidelines: Skills & General Information***Applicants are required to demonstrate specific experience, skills and knowledge by way of personal and specific example on their application form. Using the job description and personal specification for the post of **CAAND MacMillan Advisor**, outline how your experience and knowledge would equip you for this post***CONTINUE ON ADDITIONAL SHEETS IF NECESSARY*** |
|  |

**CANDIDATE DECLARATION (You must complete this section in full)**

**(Please provide additional information on a separate sheet if necessary)**

|  |
| --- |
| Candidates must disclose any information about their personal or professional life which in the view of CAAND could bring the CAAND service into disrepute should they be appointed, including:* removal from previous roles
* findings or allegations of fraud, breach of trust or any other malpractice which may have implications for CAAND insurance
* current or previous membership of organisations which may conflict with the aims, principles and values of the CAAND service
* Behavior which might be seen to undermine public confidence and trust.

**You must detail any relevant information below or state that you have nothing relevant to declare:** |

Please be advised that if you are successful, the subsequent offer of the post is conditional on a satisfactory Access NI check.

Candidates that are selected for interview will also be subject to an identity check to ensure that they have the right to work in Northern Ireland.

*I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of employment will be dependent on references being considered satisfactory.*

**SIGNATURE:**

**DATE:**

Completed applications should be sent to:

derek.mcgregor@caand.co.uk or by post to: Derek McGregor

 Community Advice Ards and North Down

 30 Frances Street

 Newtownards.

 BT23 7DN

**The closing date for return of completed application forms is Thursday 30th June @ 12-00.**

**Any applications received after this date and time will not be accepted.**