

**The Station Centre**

*Address:* 17 James Street, Omagh County Tyrone. BT78 1QX

*Telephone:* 02882 243772

*Email OBGC*: [omaghbgyc@gmail.com](mailto:omaghbgyc@gmail.com) ***Facebook - The Station Centre***

**APPLICATION FORM:** **Centre-Based Youth Worker I**

**Please ensure you have read the Application Pack before completing the application form.**

**Please ensure that ALL sections are completed. Please complete the application form in either typescript font size 12, or legible, block capitals using black ink.** Continuation sheets may be added if necessary. Curriculum vitae (CVs) will not be accepted.

**ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL**. Candidates must outline clearly how their qualifications and experience meet the essential requirements. All information given will be treated with the strictest confidence.

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |

|  |  |
| --- | --- |
| **This form should be returned by post to:** | The Secretary,  Omagh Boys & Girls Club  17 James Street, Omagh  County Tyrone, BT78 1QX |
| **Or by email to:** | [omaghbgyc@gmail.com](mailto:omaghbgyc@gmail.com) |
| **ALL** applications **posted and emailed** must be received by 12 noon Monday November 30th 2020.  *Late applications will not be considered.*  Interviews will be held, week beginning December 7th 2020. | |

1. **QUALIFICATIONS/ TRAINING**

**Please list your formal educational qualifications and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level- eg A-Level equivalent.**

|  |  |  |
| --- | --- | --- |
| **Type of Qualification**  **(e.g. Degree/GCSE)** | **Subject/ name of course** | **Result/Grade attained** |
|  |  |  |

Successful candidates will be asked to produce original certificates for qualifications / accredited training.

**3. EMPLOYMENT HISTORY**

**Please outline any relevant employment experience you may have. Continue on a separate sheet if necessary.** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment**  **From:**  **To:** | **Job Title:**  **Job Function/ Key Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |

1. **VOLUNTARY WORK**

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| --- |
| **Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis.** |
|  |

**5 . TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

**6. EVIDENCE OF HOW YOU MEET THE CRITERIA**

In order to assist the recruitment and shortlisting process, applicants are required to address the following questions which are based on the Person Specification provided.

You must give demonstrable evidence of your skills and abilities, drawing on experience gained through professional, voluntary or personal life. It is not sufficient to simply state that you **have** experience **you must provide details**. Ensure that the information you give is relevant. Experience gained outside the UK is also relevant.

Please read the **Applicant Information Pack for further guidance** on how to respond to the following questions.

**Essential Criteria**

1. Please outline in brief how you have gained experience in the effective management of staff, volunteers, premises and budgets and how you have used your organisational skills to achieve this.
2. Please outline in brief your experience of engaging with the wider community and a range of agencies for the benefit of children & young people.

**3. Please provide details of your ability to design, plan and implement programmes of activities for young people based on evidence of need and the NI youth work curriculum to include your role in relation to monitoring and evaluation.**

1. Please demonstrate in brief how you have gained excellent written and verbal communication skills and have built workable relationships with a range of stakeholders including adults and young people.

5. Please provide evidence of your commitment to young people and your knowledge of Health & Safety requirements and safeguarding best practice.

1. Please provide examples of how you have led and directed a team and facilitated development of group work projects.
2. Please outline in brief your ability to use ICT skills to produce reports, work with spreadsheets and/or develop presentations

**DESIRABLE CRITERIA** (Desirable criteria will only be used as an additional filtering mechanism in the event that a large number of applicants meet the essential criteria)

1. Please demonstrate in brief, post professional experience gained in a range of youth work settings, for example, street-based youth work, Centre based work, online youth work delivery, youth work in schools, within a community/voluntary group, residential or thematic group.

**7.** **References**

Please list the details of two persons who are willing to provide references for you. **One referee should be your current or most recent employer,** the other maybe another employer or a person who knows you (but who is not a member of your family) and who is qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

Have you the ability to work flexible hours and to travel throughout UK, Ireland, and occasionally abroad at times as demanded by the job?

YES NO

**8. Present Employer**

**How much notice must you give your present employer?**

May we approach your present employer should

an offer of employment be made? Yes No

**9. Eligibility to Work in the UK**

Are you eligible to work in the UK? Yes No

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

**10. Criminal Convictions**

Due to the nature of this post it is exempt from the Rehabilitation of Offenders legislation, you must therefore declare details of those convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979, as amended in 2014.

Having a criminal record will not necessarily disadvantage an individual from working with Omagh Boys & Girls Club. This will depend on the nature of the position sought and the circumstances and background of the offence. In addition, any conviction for a conflict related offence that pre-dates the Good Friday Agreement (April 1998) may not be taken into account unless it is materially relevant to the employment being sought.

Under the Safeguarding Vulnerable Groups (NI) Order 2007, successful candidates will also be required to undertake **an Enhanced Disclosure, through Access NI before employment commences**. Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.accessni.org.uk](http://www.accessni.org.uk)

**11. Disqualification from working with children or vulnerable adults**

Are you disqualified from working with children or

vulnerable adults? Yes No

**12. Enhanced Disclosure**

Are you aware of any police enquiries undertaken following

allegations made against you that may have a bearing on

your suitability for the post Yes No

Have you ever been convicted of a criminal offence? Yes No

Are there any cases pending against you? Yes No

**13. EMAILVERIFICATION DECLARATION**

**Please place an ‘X’ the box below to confirm that the information and statements provided on this application form is to the best of your knowledge true and correct.**

**I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn or my employment terminated.**

Declaration confirmation: Date:

If you are intending to submit your application **by post rather than via email** please add your signature to this Declaration below:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before returning this application form, please ensure that you have completed all sections.

**You should satisfy yourself of your eligibility before the application is submitted.**

**Completed applications should be returned to The Secretary, Omagh Boys & Girls Club at the following address: The Station Centre, 17 James Street, Omagh BT781QX.**

**Or Via email** **to:** [omaghbgyc@gmail.com](mailto:omaghbgyc@gmail.com)

**ALL** applications **posted and emailed** must be received by:

**Monday 30th November 2020 by 12 Noon**

**Please use email subject heading: Private and Confidential Centre-Based Youth Worker I**

You are **strongly advised to set your email to receive a ‘read receipt’** to confirm that we have received your application, if this option is available to you.

Omagh Boys & Girls Club will not accept incomplete application forms or application forms received after the deadline.

**Late applications will not be accepted under any circumstances.**