***SHELTER NI IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICANTS REGARDLESS OF GENDER, INCLUDING GENDER REASSIGNMENT, MARITAL OR CIVIL PARTNERSHIP STATUS, HAVING OR NOT HAVING DEPENDANTS, RELIGIOUS BELIEF OR POLITICAL OPINION, RACE, DISABILITY, SEXUAL ORIENTATION OR AGE***

**APPLICATION FORM**

**Position: Project Administration Support (JobStart) Code: PAS-FEB24 (Official Use Only)**

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| --- | --- |
| **SURNAME:** | **FORENAME(S):** |
| **ADDRESS:** | **TEL NO:**  **MOBILE:**  **EMAIL:** |
| **NATIONAL INSURANCE NUMBER:** | |
| **Are you aged between 18 and 24 years old?** | |

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| **ACADEMIC QUALIFICATIONS (continue on a separate sheet if necessary)** | | | |
| **YEAR** | **‘O’ LEVEL, GCSE, ‘A’ LEVEL, ‘AS’ LEVEL, RSA, Other** | **SUBJECT TAKEN** | **RESULT** |
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| **ACADEMIC QUALIFICATIONS (After school e.g. At a college of further education or university)** | | | |
| **COLLEGE/ UNIVERSITY ATTENDED** | **SUBJECT(S) TAKEN** | **GRADE/QUALIFICATION OBTAINED** | **YEAR** |
|  |  |  |  |

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| **EMPLOYMENT HISTORY (INCLUDING ANY VOLUNTARY WORK) – Please start with your present or last employer** | | | |
| **From/To** | **Name & Address**  **of Employer** | **Position Held and Brief**  **Description of Duties** | **Reason for Leaving and**  **Final Salary** |
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| **COURSES ATTENDED (Give details of courses attended relevant to application)** | | | |
| **Name of Course** | **Length of Course** | **Course Provider** | **Year** |
|  |  |  |  |

**(Continue on a separate sheet if necessary)**

**MEMBERSHIP OF PROFESSIONAL BODIES EG. CHARTERED INSTITUTE OF HOUSING:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANY STUDIES BEING UNDETAKEN AT PRESENT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **In this section, please read the Job Description and the Person Specification and explain how your experience and skills match the essential and desirable criteria of this post, where possible please give examples** |
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| **Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)**  **Please be advised that Shelter NI adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders, copies of which are available upon request from Shelter NI Head Office.** |
| **The information contained in this application form will be seen only by staff involved in the recruitment and selection process.**  **We believe that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of the offence(s).** |

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| **Do you have a right to work in the UK?**  **The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their Immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.** |
| **(Please delete as appropriate)**  **YES/NO** |

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| **Medical Status– Please inform us about any arrangements or adjustments that you may need us to put in place for you in the selection process, such as for an interview or test. This will help us to help you.  If, instead, you would prefer to discuss this with us, please telephone Ânia Gonçalves on 02890247752 as soon as possible.** |
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| **WHAT LENGTH OF NOTICE WOULD YOU BE REQUIRED TO GIVE YOUR PRESENT EMPLOYER** |
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| **PLEASE PROVIDE DETAILS OF 2 PEOPLE (NOT DIRECTLY RELATED TO YOU) WILLING TO ACT AS REFEREES. AT LEAST ONE MUST BE ABLE TO COMMENT ON YOUR WORK EXPERIENCE RELATING TO THIS POST (ONE MUST BE YOUR CURRENT OR LAST EMPLOYER)** | |
| **Name:**  **Profession:**  **Address:**  **Tel. No.**  **Email** | **Name:**  **Profession:**  **Address:**  **Tel. No.**  **Email** |

**STATEMENT OF APPLICANT**:

***The above information is true to the best of my knowledge, and I understand that any answers given which prove to be inaccurate may invalidate my application***.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An application returned by email will be treated as if it were a signed statement.

**NOTE TO APPLICANTS:**

* Applications forms must be completed in full
* CV’s **will not** be accepted
* Application forms received after the deadline date and time will not be accepted
* Please return the Equal Opportunities Monitoring Form
* If you do not hear from us within one week of the closing date, please assume that you have not been shortlisted on this occasion

The completed application form must be returned to:

[**info@shelterni.org**](mailto:info@shelterni.org) **before:**

**12:00 p.m. on Thursday 7th March 2024**

**Applicants short-listed will be interviewed for the above post at our Head Office, 58 Howard Street, Belfast date to be confirmed.**