

HARMONI Application Form

(Please complete legibly and in black)

Reference Number: USH0824_HSA	Title of Post: Hostel Support Administrator	Location of Post: Utility Street Hostel
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PERSONAL DETAILS

Surname:	Title:
First Names (in full):	Previous Surnames:
Address:	Telephone No (including std code):
	Mobile Telephone No:
	E-mail Address:

DRIVING LICENCE

Do you hold a full valid Driving Licence which allows you to drive in the UK?
Yes <input type="checkbox"/> No <input type="checkbox"/>

ELIGIBILITY TO WORK IN THE UK

Do you have the right to remain and work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details.

PERSONAL DECLARATION / DATA PROTECTION

<p>I declare that to the best of my knowledge the information given is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal. I understand that the appointment is subject to receipt of satisfactory references, pre-employment health assessment, the verification of qualifications required for the post (as per the person specification) and an enhanced criminal records disclosure check. I consent to HARMONI contacting each organisation where I have worked with vulnerable individuals and also to all previous employers in order to obtain references.</p> <p>The information on this form will be collected, stored and processed in accordance with the provisions of the General Data Protection Regulations (GDPR) for the sole purpose of making recruitment decisions and, if appointed, enacting terms and conditions of employment and complying with our legal obligations. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and paper based) and retained during your employment. The fair uses of your data by the organisation will be detailed to you in a privacy notice. We will otherwise retain your data for a maximum of 1 year then delete it accordingly. You may send us a request to let you access your data that we have collected, request us to delete your data (where it does not prevent us from fulfilling our obligations), correct any inaccuracies or restrict our processing of your data.</p>
Signature: _____ Date: _____

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Please note that our selection panel will only have access to pages 3 – 7 when making selection decisions.

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EDUCATION & TRAINING

Please list any qualifications you hold (e.g., GCSEs, O Levels, First Aid Certificate, NVQs etc.):

NISCC Registration Number:

Date of Registration:

Date Renewal of Registration Due:

EMPLOYMENT HISTORY

PRESENT POST (If unemployed – most recent post)

Name of Organisation: Address: Post Code: Telephone Number:	Date appointed:	Salary:
	Leaving Date (if applicable):	
	Your Job Title Job Title of Person you Report(ed) to:	
	Department / Work Location:	
	Period of Notice Required:	
Please give reason for leaving:		
Main Duties:		

PREVIOUS EXPERIENCE

Please give details of all **previous posts held** (i.e. prior to the organisation you detailed on page 4). **Begin with recent employers and work backwards.** If you have held more than one position with an employer please give details of each position.
 (Attach additional pages in the same format, if required – CVs *will not* be accepted).

If it was a post in which you worked with a vulnerable individual, please tick the last column.

Organisation's name and full address	Job Title and Grade	Duties (briefly)	From	To	Reason for Leaving	Tick if applicable
			DD/MM/YY	DD/MM/YY		

GAPS IN EMPLOYMENT

If there are any gaps in your employment please explain below;

DEMONSTRATING YOUR ESSENTIAL EXPERIENCE AND QUALITIES

HARMONI may decide to interview only those applicants who appear to them, from the information available, to be the most suitable in terms of relevant experience and ability. It is therefore essential that you fully describe how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

Please read all sections of the Person Specification. This part of the application asks you to describe your experience, skills and personal qualities which are applicable to the post. In completing your application, you are advised to make clear reference as to how you meet the essential and desirable/preferred criteria for the relevant role. It is not appropriate to simply list the various posts that you have held. HARMONI will not make assumptions from the title of the post as to the skills and experience you have gained.

Please state clearly below how you meet each of the Essential and Desirable Criteria (you may continue on a separate page if necessary)

Essential Criteria

1. A minimum of 4 GCSEs at Grades A – C including English and Maths or equivalent (QCF Level 2)
2. A minimum of one year's general administration experience
3. Knowledge of the issues faced by adults from a homeless background or with other challenging circumstances
4. Computer literate and in particular good working knowledge of Microsoft Excel and Word
5. It is also desirable to have relevant experience of working with people in special housing, residential work or another supportive environment

HOLIDAY ARRANGEMENTS

Please indicate planned holiday arrangements or other dates when you are unavailable for interview.

HARMONI is under no obligation to take account of holiday arrangements but will endeavour to do so.

REGULATED ACTIVITY

Please indicate below if you have been dismissed from employment or if there is any reason that you could not work in regulated activity or with vulnerable groups (definitions can be found here: <https://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups>)

ADVERTISING

Please indicate how you became aware of this vacancy:

Newspaper <input type="checkbox"/> Name of Newspaper:	Personal Recommendation <input type="checkbox"/> Name of Person:
Website <input type="checkbox"/> Name of Website:	Other <input type="checkbox"/> Please specify how you heard about this vacancy:

REFEREES

Please name 2 referees from the 2 most recent organisations you have worked for. They must have knowledge of your present and/or most recent work **and** be in a supervisory/managerial capacity. They must not be a relative. If you are currently employed, one referee must be from your current organisation.
Please note, in addition to the referees you state below, HARMONI may request references from previous employers.

Name: Job Title: Organisation Address: Post Code: Telephone Number: Email: Can this referee be contacted at this stage? YES / NO	Name: Job Title: Organisation Address: Post Code: Telephone Number: Email: Can this referee be contacted at this stage? YES / NO
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NOTE TO APPLICANTS:

- Application 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.
- HARMONI does not accept faxed application forms.
- Please return the Fair Employment Form with your application in a separate envelope if sending by post

Completed application forms should be returned by the closing date to:

Human Resources Department
HARMONI
Head Office
39 Downshire Road
Bangor
BT20 3RD

or by email to shirleyanne.mcferran@harmoni.org.uk