Application for Appointment as  
ON-SITE SOCIAL WORKER

**Reference Number**

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NAME OF APPLICANT: ……………………………………………………………………………

ADDRESS: ……………………………………………………………………………

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PREFERRED CONTACT  
 TELEPHONE NUMBER: ………………………………………………………………………………

Hazelwood Integrated College is an equal opportunities employer and welcomes applications from all sections of the Community.

Hazelwood Integrated College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Criminal Records Office.

The Board of Governors may enhance the criteria of this post to achieve a manageable shortlist. Applicants must ensure that they address the requirements of the post and the stated criteria clearly when completing their application form. Clarity of information is an essential pre-requisite and will be taken fully into account by the Board of Governors when it considers applications.



PERSONAL DETAILS

Surname: ......................................................... Forename(s): ......................................................

Mr/Mrs/Miss/Ms: ............................................ Gender: ..............................................................

Date of Birth: ................................................... National Insurance No: ......................................

Home Address: Telephone No(s)

......................................................................... Home: ...............................................................

......................................................................... Work: ...............................................................

Post Code: ..................................................... Mobile: …............................................................

E-mail: .................................................................................................................................................

Are you a national of an EU country? Yes  No If **NO**, what is your nationality: ..............................

If you are registered under the Disabled Persons Employment Act please give your

RDP No: .................................

If you have any special needs, please specify any arrangements you may require if invited for interview:

PRESENT POSITION

Present Post: ....................................................... Date Appointed: ..................................................

School/College/Other  
(Name and Type): ..............................................................................................................................

Single Sex or Mixed: ...................................... Age Range: ........................................................

Number on Roll (total): ................................. Number 16+ (if applicable) ...............................

Salary Scale/Group: .................................................................. Salary £: ....................................

Name of Employer (with address): ...................................................................................................

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PRESENT POSITION (continued from page 3)

Outline present duties and responsibilities: ......................................................................................

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Notice required to terminate present employment: ......................................................................

EDUCATION AND QUALIFICATIONS

A) Secondary Education (Names of Schools/Colleges not required)

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| From | To | Qualification Obtained (Please indicate Level, Subject/Grades) |
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B) Further, Higher and Professional Education

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| Name of Institution | From | To | Qualification Obtained (Please indicate Level, Class Subject(s), Grades) |
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IN-SERVICE TRAINING: Please list courses (duration greater than 1 day) attended over the last five years.

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| Dates of Course | Length of  Course | Details of Course | Provider |
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ANY OTHER RELEVANT EMPLOYMENT

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| --- | --- | --- | --- |
| Employer | Nature of Employment | From | To |
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|  |  |  |  |
| Please provide information below to explain any gaps in your employment history. | | | |

REFERENCES

Names, addresses and occupations of **two** referees should be supplied, one of whom should be able to comment in a professional capacity and be able to comment on your ability when working with children or young people. One of your referees must be either your current or most recent employer. Testimonials should not be submitted. References should not be supplied by relatives. **References must not be submitted with this form.**

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| --- | --- | --- | --- | --- |
| Name | Occupation Position | Address | Telephone Number | Contact prior to interview  Yes/No |
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PERSONNEL SPECIFICATION

Listed below are the requirements which the Principal and Board of Governors consider to be necessary in undertaking the role of On-site Social Worker.

On the following pages give brief details of how you meet these requirements.

ESSENTIAL CRITERIA

1. Hold a recognised Social Work qualification.
2. Are registered with NISCC or be eligible for registration or have lodged an application with the NISCC.
3. Current full driving licence with access to a car on appointment.
4. Have 2-years’ post-qualification experience.
5. Experience of multidisciplinary working with children and families.
6. Are committed to regular supervision and complete Professionals in Practice (PIP) requirements in line with NISCC registration.
7. Can demonstrate an understanding of the specific challenges of Looked After Children (LAC) in a school setting.
8. Can demonstrate an understanding of the specific challenges of a range of students in a school setting.

DESIRABLE CRITERIA

1. Have experience working with a range of stakeholders, including community and voluntary organisations.
2. Can demonstrate how impact could be measured in the role.

Essential Criterion 1

Hold a recognised Social Work qualification.

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Essential Criterion 2

Are registered with NISCC registration or be eligible for registration or have lodged an application with the NISCC.

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Essential Criterion 3

Current full driving licence with access to a car on appointment.

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Essential Criterion 4

Have 2-years’ post-qualification experience.

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Essential Criterion 5

Experience of multidisciplinary working with children and families.  
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Essential Criterion 6

Are committed to regular supervision and complete Professionals in Practice (PIP) requirements in line with NISCC registration.  
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Essential Criterion 7

Can demonstrate an understanding of the specific challenges of Looked After Children (LAC) in a school setting.  
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Essential Criterion 8

Can demonstrate an understanding of the specific challenges of a range of students in a school setting. ***(Please details how you meet the criteria)***

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Desirable Criterion 1

Have experience working with a range of stakeholders, including community and voluntary organisations.  
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Desirable Criterion 2

Can demonstrate how impact could be measured in the role.  
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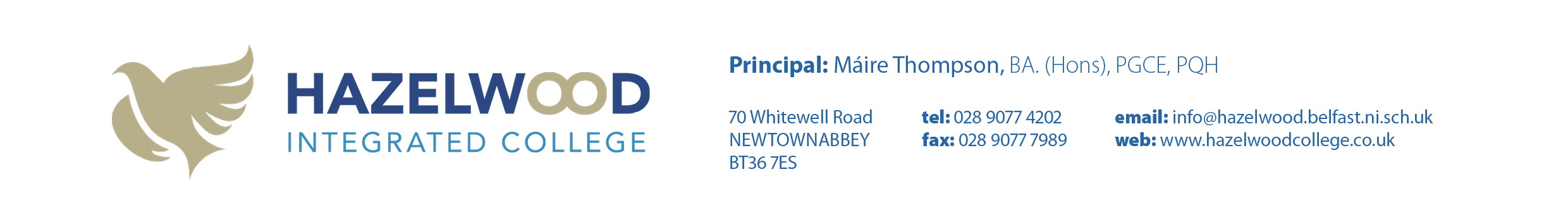
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PRIOR CONVICTIONS

Please give details of any convictions for criminal offences which are not regarded as "spent" convictions under the Rehabilitation of Offenders (NI) Order 1978. (Include nature of offence and sentence):

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Please note that this post may be a ‘regulated position’ as defined under POCVA (NI) Order 2003. Is there any reason as to why you would not be suitable to work with children/young people in an educational institution? If yes, please give details below.

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| How many days and occasions over the past two years have you been off work? | | | |
| From | To | No. of days | Reason for absence |
|  |  |  |  |
| Please give details of any illness you suffer from or have suffered from which could affect your capacity to work. | | | |

DECLARATION

I declare that the information given on this form is to the best of my knowledge correct and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn or if appointed to the post dismissal from the College. In addition to the referees quoted, I understand that the College reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.

I am physically and legally able to discharge satisfactorily the duties of the post for which I have applied. I agree to undergo a medical examination, if requested and agree to complete a Criminal Record Vetting Form before taking up this post. I also enclose the Monitoring Questionnaire.

Signature: ............................................................................... Date: .............................................