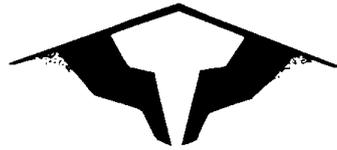


|                                 |                        |
|---------------------------------|------------------------|
| Human Resource Quality Manual 1 | Issue Date: 05 Jan. 15 |
| Doc Code CCG/HR/F02             | Issue 1                |



## CAMPHILL COMMUNITY GLENCRAIG

### JOB DESCRIPTION

|   |  |
|---|--|
| <b>Title of Post:</b><br><br>Adult Residential Support Worker<br><b>Ref: 21/02/SW/WEB</b>   | <b>Location:</b><br><br>Glenraig Adult Residential   |
| <b>Accountable to:</b><br>Group Leader  |  |
| <b>Purpose of the Job:</b><br><u>Male applicants particularly welcome</u><br>Glenraig is seeking to employ support workers to work as part of a community with the purpose of meeting the physical, psychological, emotional and social needs of each resident with disabilities and challenging behaviour. Ideally, you will have experience supporting persons with Autism and learning disabilities.<br><br>The Support Worker role can require an element of personal care and at times may require redirection or physical intervention as a last resort with those presenting challenging behaviours.<br><br>Glenraig was the first Camphill Community to be established in Northern Ireland back in 1954. Today, our vision remains the same as then; to offer a community setting where residents can lead supported, fulfilling lives in a safe environment. Set upon a 100 acre estate with the sweeping, green fields of our farm, grazed on by our herd of beef cattle and woodlands with brooks, we offer a therapeutic setting with which to base a calm and nurturing environment on.<br>With a mixture of day pupils at our school, children and adult residential houses as well as a young adult's college, a farm with a market garden, and a range of therapies, we have many different ways to keep those we care for occupied. Dependent on the individual and needs of Glenraig, you could find yourself supporting our residents on the farm, getting fresh vegetables grown at our Market Garden for lunch or dinner, or helping in a house-setting whilst residents go about their daily lives. We endeavour to base our houses on a family environment with some of them having live-in volunteers who give the residents a supported family unit. Glenraig also celebrates many different customs and traditions to ensure our residents have plenty of things to look forward to throughout the year.<br>With this vision and our aim of providing the best service possible, we are looking for empathetic and caring staff who share our values and a desire to help improve and add to the quality of life and wellbeing of our residents. And just as with our service-users, we believe that wellbeing at work is about creating an environment that promotes a state of contentment; something that allows employees to flourish and achieve their full potential, not only for themselves but also for the community. |  |
| <b>Salary/Hourly Rate:</b><br><br>5 Point incremental scale<br>£17,842 - £19,312 per annum based on 38 hours per week<br><br>Enhanced rate for weekends/waking nights   | <b>Hours of Work:</b><br><br>Full time: 38 hours per week. Working pattern is based on a rota system that includes unsocial hours, evenings and weekends |
| <b>Closing Date:</b><br><br>4pm – Monday 25 <sup>th</sup> January 2021  | <b>Length of Contract:</b><br><br>Permanent  |

## **Key Duties & Responsibilities:**

### **Residents**

The Support Worker will:

- Assist to ensure that all work within the adult community is person centred and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
- Support residents in the adult houses, workshops and the wider community.
- Deliver individual programs of support, for example, social and domestic help, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the residents.
- Follow the resident's individual care and support plan and report any changes in, or concerns about the resident to their line manager
- Assist house coordinators with the assessment of residents' needs.
- Participate in monitoring and reviewing individual resident's skills and needs
- As part of the team, establish goals with residents on an individual basis to ensure the effective utilization of the individual's abilities.
- Participate in supporting the strengths and needs of the residents.
- When applicable, ensure that medication is held, stored and administered in accordance with Camphill Community Glencreig's medication policy.
- Ensure resident's opinions, suggestions, feelings and wishes are listened to and their personal affairs dealt with in a sensitive manner.

### **Administration**

The Support Worker will:

- Report any changes in, or concerns about, individual residents and all significant events to the House coordinator/ Group Leader.
- Be aware of and act in accordance with all Camphill Community Glencreig's policies and procedures including Camphill Community Glencreig's Health and Safety Policy
- Maintain NISCC registration and enact the basic minimum standard of competencies ensuring that work is carried out in line with best practice
- Follow emergency protocols put into place to maintain the residents' safety and that of colleagues and other professionals
- Have an awareness of all Camphill Community Glencreig's policies and procedures and work within these

### **Accommodation / Health and Safety**

The Support Worker will:

- Be aware of and act in accordance with Camphill Community Glencreig's Health and Safety Policy and conduct all activities in a manner which is safe to themselves and others
- Adhere to Camphill Community Glencreig's Lone Worker Policy and procedures.
- Report the need for repairs or maintenance in the household to the house coordinator
- Participate in cleaning and housekeeping as required to ensure agreed standards are maintained
- Assist with meal preparation and participate in the life sharing model adopted within the individual households and wider community.

### **Learning and Development**

The Support Worker will:

- Participate in regular team meetings and attend supervision and annual appraisal reviews with the line manager
- Undertake all mandatory and developmental training as identified by the house coordinator and ensure to maintain NISCC minimum standards of practice.
- Reflect on Practice and learn from it contributing to own personal development
- Be required to complete Level 2 training in Social Therapy and Curative Education

### **General**

The Support Worker will:

- Deal with minor First Aid as required
- Be required to carry out any other reasonable duties as requested by the House Co-coordinator

**Person Specification:**

**ESSENTIAL CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

**The following are essential criteria which will be measured at short listing stage:**

| <b>Criteria</b>                          | <b>Essential</b>   | <b>Desirable</b>   | <b>Evidenced By:</b>              |
|--|--|--|-----------------------------------|
| <b>Education/Training/Qualifications</b> | <p>NVQ level II or equivalent</p> <p>Basic numeracy and literacy (English language) skills</p> <p>Registered or agreeable to applying for registration with the N. Ireland Social Care Council.</p> <p><b>(In the case of applicants who do not have an NVQ level II or equivalent but have at least 1 year's relevant care experience this part of the essential criteria will be waived)</b></p> | <p>Qualification in Health &amp; Social Care, Social Sciences, Nursing</p>   | <p>Application form</p>           |
| <b>Experience</b>                        | <p>At least six months experience in a caring field</p> <p><b>Or</b></p> <p>1 year's relevant care experience as stipulated above</p>  | <p>Experience in a health or social care setting</p> <p>Experience in working with individuals with a disability</p> <p>Experience of dealing with challenging behaviour</p> | <p>Application from Interview</p> |
| <b>Specialist Knowledge &amp; Skills</b> | <p>Effective communication skills</p> <p>Ability to work as part of a team</p> <p>Team worker</p> <p>Caring &amp; reliable</p> <p>Maintaining confidentiality</p> <p>Ability to work under pressure</p> <p>Delivery of personal care to others</p>   | <p>Knowledge of principles of social pedagogy based on Anthroposophical ideals</p> <p>Awareness of the ethos of Camphill, and principles of anthroposophy</p>                | <p>Application from Interview</p> |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Circumstances</b>      | <i>Be flexible to work on a rota basis that includes unsocial hours, weekends</i>  |  | <i>Interview</i>   |
| <b>Other Requirements</b> | <i>Valid work permit</i><br><i>Access NI check</i><br><i>Able to fulfil the Occupational Health requirements for the post</i><br><i>Job References</i> |  | <i>Work permit</i><br><i>Valid documentation</i><br><i>Occupational Health questionnaire</i><br><i>2 satisfactory references</i> |

### **Benefits**

- Starting on 20 days annual leave pro rata plus Camphill Community Glencraig recognises 12 statutory days
- Annual incremental pay increases on a 5 point salary scale
- Organisation Pension
- Occupational Sick Pay Scheme (qualification period applies)
- Free parking on site
- Optional enrolment into the Benenden Health
- Commitment to development of the staff team through training and learning opportunities

### **COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:**

[hr@glencraig.org.uk](mailto:hr@glencraig.org.uk)

**This Job Description is a general outline of the post as it is currently perceived by Camphill Community Glencraig. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Camphill Community Glencraig aims to meet its vision and best respond to the needs of individuals accessing our services.**

**CAMPBILL COMMUNITY GLENCRAIG IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Camphill Community



## Glencraig

### **Our Mission:**

Camphill Community Glencraig is a person-centred, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stake holders in Northern Ireland.

### **Our Vision:**

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable each individual to reach their destiny.

### **Our Values:**

**P**ositivity

**O**ppportunity

**T**ransparency

**E**quality

**N**ature

**T**herapeutic

**I**nclusivity

**A**ccountability

**L**ife-Long Learning

### **Positivity**

Our main priority is to support the well-being of those in our care at every opportunity. With a POSITIVE approach to life and work, we enable everyone to lead happy and fulfilled lives. We are prepared to take appropriate positive risks to support each individual to reach their potential.

### **Opportunity**

We create diverse OPPORTUNITIES for all who live, learn and work within Glencraig, to develop creative and meaningful life skills, healthy social relationships and to experience a holistic approach to community life.

### **Transparency**

We embed TRANSPARENCY within our professional model of practice and funding. We actively encourage good transparent governance and standards in our community, seeking continuous improvement.

### **Equality**

In realising the EQUALITY and uniqueness of each individual, we go beyond appreciating and understanding the abilities of those in our care. By recognising their unique individuality and contribution, we focus on developing positive relationships through an inclusive team, where everyone is valued and empowered.

### **Nature**

We are inspired and committed to creating a conscious life style. We are actively involved in reducing our environmental impact through caring for our land in an organic way that is respectful and sustainable whilst using our natural resources responsibly. This allows everyone to grow by engaging with NATURE, in a way that supports development and well-being, in a nurturing environment.

## **Therapeutic**

We are committed to creating a THERAPEUTIC environment where children, young people and adults are supported and cared for through a holistic person-centred approach that integrates home life, education and work. This is realised through connecting to natural rhythms which advance health and well-being. This approach meets the needs of each individual, creating a sense of belonging in the world and the confidence and independence to be participants in it.

## **Inclusivity**

We create an INCLUSIVE, diverse community in which each member is accepted, appreciated and included. We are also committed to engaging with the wider community to promote cultural and creative opportunities, as well as innovative projects.

## **Accountability**

Accountability is important to us and we hold ourselves individually and collectively ACCOUNTABLE for everything we speak and do. We are especially accountable for the quality of life offered to the children, young people and adults we carry responsibility for. Their best interests and wellbeing are always our first priority.

## **Life-Long Learning**

We are dedicated to creating and maintaining a life sharing community, in which people from different backgrounds and abilities can live, learn, work and celebrate together in a homely, welcoming and peaceful environment. By being open to learning from each other, we promote diverse opportunities of LIFE-LONG LEARNING for each person who is part of Camphill Community Glenraig.

## **About Camphill**

The innovative communities that make up the Camphill Movement have, for almost 80 years, been creating new ways of supporting people with learning disabilities and other special needs so that their full potential can find expression.

The first community was founded at Camphill House, just outside Aberdeen, Scotland, in 1940, to educate children with learning disabilities. At that time, children with learning disabilities didn't usually receive an education, either staying at home or being placed in a hospital.

Camphill's founders, led by Dr Karl König and inspired by the Austrian thinker Rudolf Steiner's philosophy of anthroposophy, wanted to make a real difference in the lives of these people who were marginalised and excluded from society. They believed that children and adults with learning disabilities had much to contribute if only their inner self could find expression.

Dr König felt that, through communities, new ways of healing might be introduced into society to counter some of the more harmful aspects of modern life. The vision still lives and each new generation in Camphill strives towards achieving it.

Camphill Communities are communities with children and adults with learning disabilities living together with co-workers and their families in such a way as to foster mutual help and understanding.

Helper and helped live and work side-by-side, each learning from the other.

Effective community-building does not come about without a struggle and makes tremendous demands on those involved, both humanly and physically. The Camphill way of life provides an enormous stimulus for those who take it up, whatever their age or ability. By providing challenges for self-advancement and by respecting the developing individuality of each person, life in Camphill allows everyone the freedom to grow to his or her fullest potential.

## **Camphill in Northern Ireland**

There are four Camphill Communities in Northern Ireland. Glenraig Community near Holywood in Co Down, Mourne Grange near Kilkeel in Co Down, Clanabogan near Omagh in Co Tyrone and Camphill Holywood with their bakery, coffee shop and Shop in the centre of Holywood in Co Down.

Each Community has a management Council and funding is provided by Health and Social Care Trusts and charitable donations.

### **Camphill Community Glenraig**

Camphill Community Glenraig is an integrated therapeutic community where we aim to maximise the potential of each Child, Young Person and Adult in our care and will endeavour to support families, staff, co-workers, volunteers and partners of Glenraig.

We are a home to around 50 adults and children with special education, physical and learning needs, long and short term life sharing volunteer co-workers and their families alongside employed staff members. It is also the site for Glenraig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.



# CAMP HILL COMMUNITY GLENCRAIG

POSITION APPLYING FOR 21/02/SW/WEB

**PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE**

Only Applications Containing All Information Which Has Been Sought Will Be Considered

**PLEASE RETURN COMPLETED FORMS BY: 4pm – Monday 25<sup>th</sup> January 2021**  
**By email to: [hr@glencraig.org.uk](mailto:hr@glencraig.org.uk)**

Monitoring Form must accompany CVs & application forms to be considered for shortlisting.

|  |  |                       |  |  |  |
|--|--|-----------------------|--|--|--|
| Surname:   | Title: Mr/Mrs/Miss/Ms<br>Other (please specify)      |                       |  |  |  |
| Forename(s):   | Maiden Name<br>(if appropriate):                     | Other Former Name(s): |  |  |  |
| Home Address:  | Address for Correspondence (if different):           |                       |  |  |  |
| Postcode:  | Postcode:  |                       |  |  |  |
| Home Telephone No.<br>(incl STD Code)  | Daytime Telephone No.<br>(incl STD Code)             |                       |  |  |  |
| Mobile Tel No:   | National Insurance No.                               |                       |  |  |  |
| Email Address:   |  |                       |  |  |  |
| Do you hold a current full UK driving licence?<br>Yes/No   | Do you have access to a form of transport?<br>Yes/No |                       |  |  |  |
| Nationality: EC/Non-EC   | If Non-EC, please specify                            |                       |  |  |  |
| Do you have the right to work in the UK?<br>Yes / NO<br><br><i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i> |  |                       |  |  |  |
| <b>Are you currently NISCC Registered?</b>   |  |                       |  |  |  |



## EXAMINATIONS PENDING

| Qualification(s) | Date to be taken |
|------------------|------------------|
|                  |                  |
|                  |                  |
|                  |                  |
|                  |                  |
|                  |                  |

## TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

| Details of Course | Organisation who provided Training | Date Course Completed |
|-------------------|------------------------------------|-----------------------|
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |
|                   |                                    |                       |

## **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

| Date Joined | Institute / Organisation | Grade of Membership (Where appropriate) | Membership Number |
|-------------|--------------------------|---|-------------------|
|             |                          |   |                   |



**PREVIOUS POSTS (Beginning with most recent)**

**NB:** To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

| Name and Address of Employer  | Grade/Position and Department/<br>Speciality | From<br>dd/ mm/ yy | To<br>dd/ mm/ yy |
|---|--|--------------------|------------------|
|   |  | ___/___/___        | ___/___/___<br>— |
| <p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving .....</p> |  |                    |                  |

| Name and Address of Employer  | Grade/Position and Department/<br>Speciality | From<br>dd/ mm/ yy | To<br>dd/ mm/ yy |
|---|--|--------------------|------------------|
|   |  | ___/___/___        | ___/___/___<br>— |
| <p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving .....</p> |  |                    |                  |

| Name and Address of Employer                | Grade/Position and Department/<br>Speciality | From<br>dd/ mm/ yy | To<br>dd/ mm/ yy |
|---|--|--------------------|------------------|
|   |  | ___/___/___        | ___/___/___<br>— |
| Duties (briefly)<br>.....<br>.....<br>..... |  |                    |                  |
| Reason for Leaving .....<br>.....           |  |                    |                  |

| Name and Address of Employer                | Grade/Position and Department/<br>Speciality | From<br>dd/ mm/ yy | To<br>dd/ mm/ yy |
|---|--|--------------------|------------------|
|   |  | ___/___/___        | ___/___/___<br>— |
| Duties (briefly)<br>.....<br>.....<br>..... |  |                    |                  |
| Reason for Leaving .....<br>.....           |  |                    |                  |

| Name and Address of Employer                | Grade/Position and Department/<br>Speciality | From<br>dd/ mm/ yy | To<br>dd/ mm/ yy |
|---|--|--------------------|------------------|
|   |  | ___/___/___        | ___/___/___<br>— |
| Duties (briefly)<br>.....<br>.....<br>..... |  |                    |                  |
| Reason for Leaving .....<br>.....           |  |                    |                  |







## REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

|   |   |
|---|---|
| <b>Current Employer</b>   |   |
| Name:   | Name:   |
| Capacity in which known   | Capacity in which known   |
| Address:  | Address:  |
| Postcode:   | Postcode:   |
| Email Address:  | Email Address:  |
| Daytime Telephone No.<br>(please indicate dialling code)  | Daytime Telephone No.<br>(please indicate dialling code)  |
| Contact only if appointment being offered<br>subject to satisfactory reference, Access NI and<br>health assessment.<br>(please tick) <input type="checkbox"/> | Contact only if appointment being offered<br>subject to satisfactory reference, Access NI and<br>health assessment.<br>(please tick) <input type="checkbox"/> |

## SPECIAL REQUIREMENTS

|   |
|---|
| <p>Do you require any special arrangements to be made to assist you if called for interview?<br/>Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|---|

## PERSONAL DECLARATION

|   |
|---|
| <p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: ..... Date: .....</p> <p><b>Please ensure that you have completed all relevant parts of this application form.</b></p> |
|---|



## CAMPBILL COMMUNITY GLENCRAIG

Camphill Community Glencraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we not only meet our legal obligations but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

**Please complete and return this form a sealed envelope, along with your application form.**

---

**Gender** Male  Female

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### What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am not a member of either the Protestant or the Roman Catholic Community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method which means that we can make a determination on the basis of personal information on file / application form.

---

**Are you married or in a civil partnership** YES  NO

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**Age:** 16-24  25-29  30-34  40-44  45-49   
50-54  55-59  60-64  65-69  65+   
Prefer not to say

**DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

---

### How would you describe your national identity?

English  Welsh  Scottish  Northern Irish   
Irish  British  Other  Prefer not to say

---

### Ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

**White**

English       Welsh       Scottish       Northern Irish       Irish   
 Irish Traveller       Other White Background

**Mixed / multiple ethnic groups**

White and Black Caribbean       White and Black African       White and Asian   
 Any other mixed background

**Asian / Asian British**

Indian       Pakistani       Bangladeshi       Chinese       Any other Asian background

**Black / African / Caribbean / Black British**

African       Caribbean       Any other Black / African / Caribbean background

**Other ethnic group**

Arab       Any other ethnic group

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**Disability**

Section 1 of the Disability Discrimination Act describes a disabled person as person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition do you consider yourself to be disabled?      Yes       No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

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**What is your sexual orientation?**

|                         |                          |                     |                          |
|-------------------------|--------------------------|---------------------|--------------------------|
| Heterosexual / straight | <input type="checkbox"/> | Gay woman / Lesbian | <input type="checkbox"/> |
| Gay man                 | <input type="checkbox"/> | Bisexual            | <input type="checkbox"/> |
| Other                   | <input type="checkbox"/> | Prefer not to say   | <input type="checkbox"/> |

---

**Do you have any caring responsibilities?**

|  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| None   | <input type="checkbox"/> |  |                          |
| Primary Carer of a child/children (under 18) | <input type="checkbox"/> | Primary carer of disabled child/children | <input type="checkbox"/> |
| Primary Carer of disabled adult (over 18)    | <input type="checkbox"/> | Primary carer of an older person (65+)   | <input type="checkbox"/> |
| Secondary Carer                              | <input type="checkbox"/> | Prefer not to say                        | <input type="checkbox"/> |

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.  
 Thank you for completing this form.**

## **Declaration of Convictions Form**

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Please complete and return this form a sealed envelope, along with your application form.**

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders**

**In Confidence**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Do you have any prosecutions pending?</b><br>(if yes give please give details) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Have you ever been convicted at a court or cautioned by the police for any offence?</b>  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter. |                              |                             |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |
|   |                              |                             |

|   |
|---|
| <b>Declaration of Abuse Investigation(s)</b>  |
| Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?                        |
| YES <input type="checkbox"/> NO <input type="checkbox"/>  |
| If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s. |
|   |
|   |
|   |
|   |

**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature:

Date:

Print name:

Any surname previously known by:

Position applied for: