## 

# *Confidential*

Completed applications should be returned by **15th September 2016 at 12 noon to:**

**Karen Fegan**

**689 Springfield Road**

**Belfast, BT12 7FP**

[j.fegan@usdt.co.uk](mailto:j.fegan@usdt.co.uk)

**Application Ref No: ILM01/**

**Please complete in black ink or type. CV’s will not be accepted in lieu of the application form**

**ALL** additional sheets should be clearly marked with the position applied for and your name and address.

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| **WORK PLACEMENT DETAILS** | |
| **What post are you applying for?** |  |
| **What is the name of the employer where the work placement will be based?** |  |

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| **BACKGROUND DETAILS** | | |
| **Forename** |  | |
| **Surname** |  | |
| **Address** |  | |
| **National insurance** |  | |
| **Telephone** |  |  |
| **Email (if you have one)** |  | |
| **Where did you hear about this post?** |  | |
| **Please tell us how you meet the eligibility criteria (either six out of the last nine OR 12 out of the last 24 months unemployed)** |  | |
| **Please tell us the name of your nearest job centre and/or the ward that you live in** |  | |

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| **HOW YOU MEET THE REQUIREMENTS OF THE POST** |
| Referring to the personnel specification for this post, please show how you meet the criteria detailed and why you should be selected. |
| Provide details of your experience relevant to this post? This can include paid or unpaid work. |
| Details of any training you have completed or qualifications you may have relevant to this post. |

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| **REFEREES**  Please give the name of two people who we will contact for a reference. Referees cannot be related to you in any way and must be able to comment on your suitability for this post. | |
| Name of Referee 1 |  |
| Address |  |
| Telephone |  |
| Email (if they have one) |  |
| How do you know this person? |  |
|  | |
| Name of Referee 2 |  |
| Address |  |
| Telephone |  |
| Email (if they have one) |  |
| How do you know this person? |  |

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| **DECLARATIONS** | |
| I hereby declare that the information given on this application form is to the best of my knowledge, true and correct and declare that I meet the eligibility criteria for the Work Placement within the Integrated Employment Programme.  **I can confirm that I am unemployed for at least six months out of the last nine months or twelve months out of the last 24 months.**  Should this post involve working with children or vulnerable adults I can confirm that I will complete the required Access NI checks.  I also agree that any misrepresentations by me will lead to disqualification of this application, the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for services rendered. | |
| Signature |  |
| Date |  |