



*"L'Arche is about changing the world one heart at a time"  
Jean Vanier (founder of L'Arche)*

L'Arche Belfast  
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Northern Ireland

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## **A** PERSONAL DETAILS

Last Name	
First Name	
Street Address	
City	
Country	
Postcode	
Home Telephone N <sup>o</sup>	
Mobile Telephone N <sup>o</sup>	
Email Address	
Date of Birth	

Sex	
Nationality	
Country of Birth	
Town of Birth	
National Insurance N <sup>o</sup> (U.K. Residents Only)	

When would you hope to come to L'Arche Belfast?

How long do you hope to stay? *(We give priority to those who can commit for one year or more.)*

Passport Number	
Passport Issuing Authority	
Passport Issue Date Day/Month/Year	-----/-----/----- Day/Month/Year
Passport Expiry Date Day/Month/Year	-----/-----/----- Day/Month/Year
Do you have a Visa for entering the UK? **	YES NO
If YES, state Visa number	
Dates Visa is Valid from	From: -----/-----/----- To: -----/-----/----- Day/Month/Year Day/Month/Year

\*\*Applicants from outside the UK may be required to gain special registration or visa. We will help you apply for this should your application be successful.

## **B OTHER DETAILS**

How did you hear about L'Arche? *Please be as specific as possible*

Have you ever applied to any other L'Arche Community? If YES, which and when?

Is English your first language?

If not:

- i) How good is your English:
  - a. Spoken?
  - b. Written?
- ii) What language training have you had?

Next of Kin	
Full Name	
Street Address	
City	
Country	
Post Code	
Home Telephone N <sup>o</sup>	
Mobile Telephone N <sup>o</sup>	

## C EMPLOYMENT

Present Employer: If you are employed please give details	
Name of Employer	
Street Address	
City	
Country	
Post Code	
Post Title	
Brief Description of Duties	

Please list any previous employment or volunteer experience

## D EDUCATION

Please list all qualifications obtained from schools, colleges and universities. Please list the highest qualification first:		
College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

## **E OTHER QUALIFICATIONS**

First Aid- Do you have current First Aid Certification?	
CPR-(Cardio Pulmonary Resuscitation) Do you have current CPR Certification?	
Driving Licence- Do you hold a full, clean driving license valid in the UK?	
Number of years of insured driving	

## **F SELF ASSESSMENT**

Why do you wish to live and work in L'Arche? Include details of your hopes and expectations, why you want to come at this time, and what you think you would learn and enjoy.
What experience do you have, if any, of living or working with people with learning disabilities?
Please read the Charter of L'Arche. Everyone who comes is expected to live and work closely with people of different faiths and beliefs, take part in the faith life of the Community, and accompany people with learning disabilities to their own churches. Are you willing to participate in this aspect of Community life? Please explain.
Do you have any questions or concerns?

## G HEALTH

Successful applications will be required to provide a statement from his/her G.P. as to the state of his/her physical and mental health.

**Declaration:** I declare that I do not and have not suffered from any physical or mental health illnesses that would impair my capacity to take up the role and perform the duties of a **'Live in Assistant'** as outlined in the job description.

**If you have or have had any illness that you believe you should declare please give details:**

## H REFERENCES

Please give the names and addresses of two people who are willing to be your referees. If possible one should be a recent employer and the other should be someone who has a professional or community position and has known you personally for at least 3 years. ***They should not be members of your family.***

Referee 1 (work)	
Name	
Position (Job Title)	
Work Relationship	
Organisation	
Street Address	
City	
Country	
Postcode	
Telephone N <sup>o</sup>	
Email	

Referee 2 (other)

Name	
Position (Job Title)	
Work Relationship	
Organisation	
Street Address	
City	
Country	
Postcode	
Telephone N <sup>o</sup>	
Email	

## PROTECTING CHILDREN AND VULNERABLE ADULTS

Because L'Arche Belfast supports people who have learning disabilities who are considered vulnerable adults, an Access NI criminal history check will be carried out on all prospective employees and volunteers depending on their role. Do you have any objections? ***	YES	NO
Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?***	YES	NO
*** Please complete Appendix 1		

## **J DISABILITY DISCRIMINATION ACT**

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability that is relevant to your application?	YES	NO
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If YES, please give details.	
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We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?	YES	NO
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If YES, please give details.	
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# L Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

Application for the post of: Live-In Volunteer

## What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

### F. I do not wish to provide this information

# L RECRUITMENT MONITORING FORM CONTINUED

## Gender

Male

Female

## Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

**Do you consider yourself disabled?**

**Yes**

**No**

If yes, please give details:

## Present Status

Internal Applicant

External Applicant

## Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

## Your Community

Please indicate below the community to which you belong by ticking the appropriate box.

(As defined in the Fair Employment (Northern Ireland) Act 1989.)

I am a member of the Protestant Community.

I am a member of the Roman Catholic Community.

I am a member of neither the Protestant nor the Roman Catholic Community.

# K DECLARATION

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if I am accepted, I am prepared to fulfil the expectations and the responsibilities outlined in the role description.

(N.B. I understand and accept that any falsification of information in respect of this application may lead to being asked to leave the community at a later date)

Signed	
Date	

L'Arche Belfast undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, email address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview or on arrival.

# APPENDIX 1

## PROTECTING CHILDREN AND VULNERABLE ADULTS

### **Information about and consent to the AccessNI service check by applicants for posts involving work with vulnerable adults:**

Before appointing anyone to a care position in L'Arche Belfast, it is our policy to ask for an Enhanced Disclosure (Protection of Vulnerable Adults) check to be carried out by AccessNI. This check is to make sure that people who might be a risk to vulnerable adults are not appointed.

AccessNI provides criminal history information about anyone seeking paid or unpaid work in defined areas, such as working with children or vulnerable adults. AccessNI operates under the provision of Part V of the Police Act 1997. They will tell us if you have a criminal record, or if your name is included in the Disqualification from Working with Vulnerable Adults List. Any information which we get will be treated confidentially, and we will talk to you about it before we make a final decision. After the decision is made the information will be destroyed. If interested in more information about AccessNI, please consult their website, [www.accessni.go.uk](http://www.accessni.go.uk).

We will only ask for the check if we are thinking of appointing you, but you **must** tell us now if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** tell us about **all** offences, even minor ones such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the check. If you do not consent we will not accept your application.

### **CONSENT TO ACCESSNI CHECK**

Do you have any prosecutions pending:      YES       NO

**If yes, please give details:**

Have you ever been convicted at a court or cautioned by the police for any offence? YES  NO

**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.

I understand that an AccessNI check must be carried out before my appointment can be confirmed.

This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

**SIGNATURE:**

NAME(BLOCK CAPITALS):

**DATE:**

Position Applied for: Live-In Volunteer

