



Please complete ALL sections in BLACK ink or type. Type within boxes to expand them

Post Applied For: **Outreach Support Worker**

Closing Date for Applications: Friday 31st July 2026

We will conduct interviews as suitable candidates apply and we're ready to hire if we find the right person before the job ad closes.

Please email your completed application form and monitoring form to Richard.Smyth@irishinlondon.org

APPLICATION FORM

CONTACT DETAILS:

Title:

First & Last Name:

Address:

Postcode:

Telephone Number(s):

Email:

May we contact you at work? - We will do so discreetly:

Are you to the best of your knowledge, related to a member of staff or a member of the Board of Trustees of SIPP?

Where did you see this post advertised?

DETAILS OF CURRENT/LAST EMPLOYER

Name of Employer:

Job Title & Salary:

Date Range of Employment:

Reason for Leaving:

Give a brief description of current duties and responsibilities:

Current Notice Required:

REFERENCES

Please provide the names and addresses of at least TWO referees, indicating in what capacity you know them. One of these must be the present or most recent employer, as stated above. **Please note that friends and relatives are not acceptable referees regardless of their occupation or professional qualification.**

REFEREE 1

Name:

Address:

Telephone:

Email:

In what capacity is the referee known to you?

REFEREE 2

Name:

Address:

Telephone:

Email:

In what capacity is the referee known to you?

DETAILS OF OTHER PREVIOUS EMPLOYMENT (most recent first)

Last 10 years must be entered. Please account for any gaps in employment.

Name of Employer:

Address of Employer:

Job Title & Salary:

Date Range of Employment:

Reason for Leaving:

Give a brief description of current duties and responsibilities:

Name of Employer:

Address of Employer:

Job Title & Salary:

Date Range of Employment:	
Reason for Leaving:	
Give a brief description of current duties and responsibilities:	

Continue on a separate sheet if necessary

Please note any other employment that you would continue with if you were to be successful in obtaining the position:

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EDUCATION AND TRAINING

Secondary School/College/University/ Professional Association:	
Dates Attended:	
Qualifications Gained:	

Secondary School/College/University/ Professional Association:	
Dates Attended:	
Qualifications Gained:	

OTHER RELEVANT TRAINING COURSES

Organising Body and Title:	
Dates Attended:	
Brief Description of Course Content	

Is there any further information you would like to make us aware of in support of your application, e.g. voluntary work, membership of public bodies?

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EXPERIENCE AND SKILLS

Please use this space to demonstrate how you meet **each point** of the **essential and desirable** requirements of the Person Specification contained in the Job Description.

Please take every opportunity to answer each point drawing on work, voluntary and other experiences, skills and knowledge and **please tell us why you are interested in this post.**

Are there any restrictions on you taking up employment in the UK?

If Yes, please provide details:

DISABILITY DISCRIMINATION ACT 1995

The Disability Discrimination Act 1995 defines a disability as: “A physical or mental impairment which has a “substantial” and “long-term” adverse effect on your ability to carry out normal day-to-day activities.”

Do you have a disability which requires the provision of specific facilities at interview or for work (e.g. wheelchair access, sign language)?

If yes, is there anything we could do to assist you? *(Please give details)*

OTHER INFORMATION (If applicable to position applied for)

Do you have a full UK driving licence?

Do you have regular access to a vehicle?

Have you any current penalty points? If so, how many

CRIMINAL CONVICTIONS

Have you ever been cautioned or convicted of any civil and/or criminal offence?

Are there any alleged offences or cautions outstanding against you?

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Any failure to notify us of any such convictions, cautions or bind-overs at this stage may result in any agreements between us being terminated.

DECLARATION

Please sign the declaration below to confirm that the information you have given is correct and, in accordance with the Data Protection Act 1998, 2003 & 2018 and the General Data Protection Regulation (GDPR) 2018. Any offer of employment with Southwark Irish Pensioners Project is subject to the receipt of at least two satisfactory references and a satisfactory DBS check.

In accordance with the Data Protection Act and GDPR, it is agreed that Southwark Irish Pensioners Project may hold and use personal information about me for personnel reasons and to enable Southwark Irish Pensioners Project to keep in touch with me. This information is stored in both manual and computer form. Any information will not be disclosed outside SIPP without your consent. Further information about SIPP can be found on our website: www.irishinlondon.org

I confirm that the information provided in this application and any attachments is complete and correct. I understand that it is a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of material fact or deception will cause for immediate cancellation of consideration for employment, or dismissal if already employed.

I agree that should I be successful in this application Southwark Irish Pensioners Project will apply to the Disclosure & Barring service for a Disclosure & Barring Certificate. I understand that should the disclosure not be to the satisfaction of the charity any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

(If completing this section electronically typing your name where you would sign is accepted as consent)

Thank you for completing this form



Southwark Irish Pensioners Project wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please return the completed form to richard.smyth@irishinlondon.org. If you have any questions about the form contact Richard Smyth at the email address above, or phone the office on 020 7237 5841.

Sex and gender identity

What is your sex?

Female ☐ Male ☐ Prefer not to say ☐

Is the gender you identify with the same as your sex registered at birth?

Yes ☐ No ☐ Prefer not to say ☐

If the gender you identify with is not the same as your sex registered at birth, please write in:

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐
55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Prefer not to say ☐ Any other Mixed or Multiple ethnic background, please write in:

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐ British ☐

Gypsy or Irish Traveller ☐ Prefer not to say ☐ Any other White background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only.

If you believe you need a 'reasonable adjustment', then please discuss this with the Manager running the recruitment process.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Asexual ☐ Pansexual ☐
Undecided ☐ Prefer not to say ☐

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

- None ☐
- Primary carer of a child/children (under 18) ☐
- Primary carer of disabled child/children ☐
- Primary carer of disabled adult (18 and over) ☐
- Primary carer of older person ☐
- Secondary carer (another person carries out the main caring role) ☐
- Prefer not to say ☐