Supporting Victims & Survivors, Strengthening Communities

Sessional Welfare Officer - North & East of N.I

Application form

November 2026

This form is accompanied by:
CV ☐ (with full details of qualifications and previous work experience)

SECTION 1 of 11: Personal details	
Surname:	**Forename(s):**
Address:	**Telephone number:**
	Mobile number:
	Email address:

SECTION 2 of 11: Declaration	
To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.	
Signature:	**Date:**
Please tell us where you heard about this vacancy: ☐ **Internet** ☐ **Other (please specify)** ☐ **Newspaper** ……	

For SEFF use only
Applicant: _____

SECTION 3 of 11: Abilities and experiences

Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience

1. **Demonstrate that you have 4+ years' recent experience and competence in supporting clients with the Social Security Benefits system and share one example of a recent good outcome.**

2. **How would you advise a client that their application for PIP has been declined, and what steps would you take?**

For SEFF use only
Applicant: _____

3. **Networking: Explain the various supports and services you have built partnerships with in the past which have allowed you to better meet the holistic welfare needs of those being supported.**

4. **Please explain your knowledge and/or experience in working alongside vulnerable adults, or those who have experienced trauma.**

For SEFF use only
Applicant: _____

5. **Please give examples of your relevant experience in the collection of data, in line with GDPR, and your experience in the use of Case Management Software Systems.**

6. **Please explain your awareness of the Appeals process for Social Security Benefits and the specific experience that you have in this area.**

For SEFF use only
Applicant: _____

SECTION 4 of 11: Entitlement to work in the UK

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK?	☐ **yes**	☐ **no**
Do you need a visa or work permit to work in the UK?	☐ **yes**	☐ **no**

If Yes please give details including expiry date and any restrictions:

SECTION 5 of 11: Criminal convictions

Have you ever been convicted of a criminal offence? *(Declaration subject to the Rehabilitation of Offenders Act 1974)*	☐ **yes**	☐ **no**

If yes please give details:

SECTION 7 of 11: References

Please provide below your two most recent employment details. References will only be collected for successful applicants.

Reference 1	**Reference 2**
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

For SEFF use only
Applicant: _____

SECTION 8 of 11 Protecting Children and Vulnerable Adults .

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

Enhanced Checks only

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** ☐

SECTION 9 of 11 Disability Discrimination Act .

This Act protests 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 substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes ☐ **No** ☐

If yes, please give details:

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** ☐

If yes, please give details:

Section 10 of 11 Health .

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

For SEFF use only
Applicant: _____

Section 11 of 11 Driving License/Transport .

Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.

Yes ☐ **No** ☐

Give details if required: ……...
(NB. Candidates who do not return a completed CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

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

RETURNING THIS FORM (Closing date: 1pm on Monday 30th November 2026).

By email to recruitment@seff.org.uk (please note the application will need to be signed and scanned)

Or by Hand or Post:
SEFF
101 Main street,
Lisnaskea.
County Fermanagh.
BT92 0JD

Telephone: 028 677 23884