

Job Application Form

**Please ensure that you read the guidance notes on this form. Curriculum Vitae will not be accepted.**

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| --- | --- | --- |
| Position applied for: |  |  |
| Where did you first learn of this vacancy? | | |

**Personal Details and Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: Surname: Forenames (in full): | | | |
| Please also provide details of any former names (if applicable) | | | |
| Home Address: | | Daytime Telephone No: |  |
| Evening Telephone No: |  |
| Mobile No: |  |
| National Insurance No: |  |
| Post Code: |  | e-mail: |  |

**Entitlement to work in the UK**

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| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK –  Do you have any restrictions that apply to you? **Yes\*** **No**  \*If yes – please give details of any restrictions: |

**References**

Please provide details of two referees who can comment on your suitability for this job. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you have not worked previously, then please give details of a school/college/university official. If you do not want us to contact a referee then please tick the relevant box and attach a separate sheet with this form explaining why.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1 (current or most recent employer)** | | **Referee 2** | |
| Name: | | Name: | |
| Relationship to applicant: | | Relationship to applicant: | |
| Position: | | Position: | |
| Employer/University/College Name: | | Employer/University/College Name: | |
| Address: | | Address: | |
| Post Code: |  | Post Code: |  |
| Telephone No: |  | Telephone No: |  |
| E-mail: |  | E-mail: |  |

**Current Employment** (or last employment if not currently employed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer Name: |  | | | | |
| Employer Address: |  | | | | |
| Job Title: |  | | | | |
| Start date (dd/mm/yyyy): |  | | End date (dd/mm/yyyy): (if applicable) |  | |
| Please give a brief description of current duties, responsibilities and achievements: |  | | | | |
| Reason for leaving this post: |  | | | | |
| What is your contractual period of notice? |  | Current Salary: | | |  |

**Previous Employment** (please continue on an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of Employer | Job Title | Start Date (dd/mm/yyyy) | End Date (dd/mm/yyyy) | Reason for Leaving |
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**Gaps in Employment**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length. Continue on another sheet if necessary.

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| --- | --- | --- |
| Dates from: | Dates to: | Reason for gap |
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**Education**

If the job requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

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| --- | --- | --- | --- | --- |
| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
|  |  |  |  |  |

**Other training and development (including professional, vocational or job related training)**

|  |  |
| --- | --- |
| Title and brief description of course | Date |
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**Membership of Professional Associations**

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| --- | --- |
| Organisation Name | Level of Membership/Role/Registration No. (if applicable) |
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**Supporting Information (Reasons for applying for this job)**

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| This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the job description and person specification (where provided). These documents describe the essential experience and knowledge required for the job and may include competencies required. Please provide examples which relate directly to the job you are applying for:  Continue over page |
| Supporting Information continued …  Use additional sheets (if necessary) and attach to this form |

**Additional Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you licensed to drive any of the following? | Private Car |  | Motor Bike |  | PCV |  | Other (give details) | |  | | | | | | |
| Please confirm whether this will be your only employment? | | | | | | | | Yes | | |  | No\* | | |  |
| \* If no, provide details including days and hours worked and whether full or part-time: | | | | | | | | | | | | | | | |
| Have you been dismissed from any previous employment? | | | | | | | | Yes \* | |  | | | No |  | |
| \* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary): | | | | | | | | | | | | | | | |

**Convictions/Disqualifications**

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| --- | --- | --- | --- | --- | --- |
| YCSW is committed to making appointments on merit and will focus on a person’s abilities, skills and experience. When considering any criminal convictions YCSW will consider the relevance of the conviction(s) to the job. A criminal record will not necessarily be a bar to obtaining a position. Under the Rehabilitation of Offenders Act 1974, a conviction will become spent after a set period of time – see guidance notes for details.  **If you are working with vulnerable adults, children and young people the post is exempt under the Act and you are required to give details of all convictions, cautions including spent convictions** (see blue section of this form).  Do you have any convictions (including driving offences), cautions, bindovers or disqualifications?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked Confidential Disclosure*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A) Enhanced DBS Check:**  Have you ever been convicted of any offence, been bound-over, or given a caution?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yes\* |  | No |  | (tick whichever is appropriate) |   ***\*if yes, please give detail on a separate sheet and attach it to this form in a sealed envelope marked Confidential Disclosure.***  This post is subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to YCSW. YCSW cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.  The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act. |
| **B) Safeguarding Declaration**:  I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, Secretary of State or other regulatory body.   Signed: Print Name:  Date: |

**General Declaration**

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| I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution   Signed: Print Name:  Date: |

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| **Availability:**  Are there any dates when you are not available for interview? |
| **PLEASE RETURN THIS FORM TO**:  Email: [contact@ycsw.org.uk](mailto:contact@ycsw.org.uk)  Or send to Youth Connect South West, Southside Youth Hub, Kelston View, Whiteway, Bath BA2 2NR |
| **Data Protection**  Data Protection accordance with the Data Protection Act 1998. Youth Connect will only use the information given on this application form to determine your suitability for this job and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed. |

**Equal Opportunities Monitoring Form**

All applicants are asked to complete the Equal Opportunities Monitoring Form overleaf.

***Please note – this sheet will be removed from your application form before shortlisting and we will only use it to help us monitor equal opportunities.***

**Why are we monitoring?**

Youth Connect South West has adopted recruitment procedures which are intended to ensure that equality of opportunity exists for all job applicants and that appointments are made on merit. Monitoring is an essential part of tackling inequality and discrimination and, if done effectively, will help us check whether our policies, services and organisation culture support our aims as an equal opportunities employer.

Equality monitoring is the process of gathering and analysing data on the equality strands. The Equal Opportunities Monitoring Form will ask for information on your age, sex, ethnic origin/nationality, sexual orientation, religion and disability.

**EQUAL OPPORTUNITIES MONITORING FORM – THIS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)**

Please help Youth Connect South West monitors its equalities policies and prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Post Title: | Post No: | |
| First name(s): | Surname: | |
| Date of Birth: | Male: | Female: |
| **Ethnic Origin/Nationality:** **My Ethnic Origin is:**  Please quote a number from the list given below   |  |  |  | | --- | --- | --- | | **White** | **Mixed** | **Asian** | | 01 British | 21 Black and White Caribbean | 41 Indian or British Indian | | 02 Irish | 22 Black and White African | 42 Pakistani, British Pakistani | | 19 Other white | 27 Chinese and White | 43 Bangladeshi, British Bangladeshi | |  | 28 Any other mixed background | 44 Other Asian, British Asian | |  |  |  | | **Black** | **Other** |  | | 61 Caribbean | 81 Chinese | 99 Prefer not to say | | 62 African | 85 Any Other |  | | 63 Other Black or Black British | |  | |  | |  | | | |
| **Sexual Orientation:**  Bisexual Gay Heterosexual Lesbian Prefer not to say | | |
| **Religion** (please tick one box only; categories determined by Office of Population Census and Surveys):  Christian Buddhist Hindu Jewish Muslim  Sikh All other religions, beliefs or faiths No religion Prefer not to say | | |
| **Disability:**  The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.  Do you consider yourself to be disabled? Yes No  If Yes what is the nature of your disability?    If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements:  Youth Connect South West will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a job vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager .    Signature Print name in full | | |
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