



Y Services for Young People APPLICATION FORM

Job Title and Reference Number (*Required*) :

Location(s) (*Required*) :

Section 1 – Personal Details

Surname (*Required*):

May we contact you at work? :

Yes

No

Y Services for young people pursues a policy of equality of opportunity where diversity and inclusion form the basis of our success.

Section 2 – Experience and Personal Skills

Please give details of how you meet the criteria outlined in the Role Summary and Person Specification (max of 1000 words).

Candidates will be short listed for interview on the extent to which they meet the specific skills and experience, qualifications and education level for the role.

Please ensure you explain how you meet these criteria, making clear the contribution which you personally made to projects in which you were involved. An employment history which simply lists past appointments/projects is unlikely on its own to secure an interview.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for candidates to provide detailed information about their skills, experience, and contributions to projects.

Section 3 – Education

Please list all of your qualifications that you have taken (e.g. NVQ, GCSE, O-Level, A-Levels, AS Levels, Highers, Degree etc). Please list all of your subjects and grades / scores.

If we require any further information, we will contact you in due course. However this may slow down your application so please include as much detail as possible in this section.

| School/ Institute/ University | Subject | Level | Grade/ score achieved | Date from | Date to |
|----------------------------------------------|----------------|--------------|--------------------------------------|----------------------|--------------------|
| | | | | | |

Section 4 – Job Related / Professional Training

Please list all of the job related training that you have undertaken including both professional and personal training and development.

| Course Name | Provider | Date From | Date To | Qualification / accreditation (if appropriate) |
|--------------------|-----------------|----------------------|----------------|---------------------------------------------------------------|
| | | | | |

Section 5 – Membership of Professional Bodies

Please list all of the professional bodies to which you are a member

| Name of professional body | Date joined | Level / Grade of membership | Was membership gained by examination? | Registration Number <i>(if appropriate)</i> |
|---------------------------|-------------|-----------------------------|---------------------------------------|------------------------------------------------|
| | | | | |

Section 6 – Employment History (*current employer*)

This section refers to permanent roles, temporary roles, part-time roles, summer placements, industrial placements, work experience etc.

If this is going to be your first job after school or college, you may like to give details of any holiday, weekend, evening jobs, or work placements.

Please give details of your current or latest employer in this section using the next section for previous employment.

Section 7 – Employment History (previous employers)

Please give a full history in chronological order since leaving secondary education, including periods of post-secondary education / training, part time, voluntary work as well as full time employment.

If you have had periods of time not in employment or education / training (e.g. training, unemployment, travelling, or time taken out of paid employment due to child care responsibilities) please include these below with a full explanation including the start and end dates for each period.

| Employer's name | Type of business | Position | Date appointed | Date when left | Reason for leaving? |
|-----------------|------------------|----------|----------------|----------------|---------------------|
| | | | | | |

8 – Other Information

Are you able to travel if the job requires it?

Yes No

Would you have the use of a car for work?

Yes No

If offered a job would you require a work permit?

Yes No

Please could you indicate where you saw the advert for this position.

This information will help us identifying that we are advertising in the most appropriate publications for this type of role in the future.

Section 9 – References

Please note that in order to comply with the “Safer Recruitment” national guidelines we are required to take up references prior to interview.

Please provide two (2) employment references, one of which should be from your current or most recent employer and both should be from people who are able to comment on your conduct and behaviour at work, and know you in a professional capacity (i.e. either as your line manager, supervisor, or client).

If you are unable to provide employment references (e.g. you are a school leaver) please provide two alternatives (e.g. academic or personal).

If you have worked with children in the past but are not currently we will ask for you to provide a referee from the employer where you most recently worked with children. If you have worked with children on either a paid or voluntary basis, your employer will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

References will not be accepted from relatives or from people writing solely in the capacity of friends. Providing false information is an offence and could result in your application being rejected, or summary dismissal if you are appointed, and possible referral to the police.

Reference 1

As part of our “safer recruitment” policy we will need to take up your references prior to the interview. Are you still happy to progress with your application?
No

Yes

Reference 2

As part of our “safer recruitment” policy we will need to take up your references prior to the interview. Are you still happy to progress with your application?
No

Yes

Declaration:

I certify that the information given on this form is correct to the best of my knowledge.

If I am appointed, I understand information from this form may be computerised for administration purposes in accordance with the Data Protection Act 1998.

Signed: _____

Date: _____

Please sign and return this completed form to:

Y Services for Young people – 42 Wallis Road, Waterlooville, Hants PO7 7RX

Data Protection Act 1998

To monitor the effectiveness of the policy, we need to record certain personal details about the people who apply for vacancies. It is for this reason ONLY that you are asked to provide the information below which will be treated with the strictest confidence and used only for statistical purposes.

The information in Section 10 will not be made available to the selection panel. Information recorded on this form may be used in computerised records. Under the terms of the Data Protection Act 1998 this information will be treated in a secure and confidential manner.

Section 10 – Equal Opportunities

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be forwarded to the Recruiting Manager(s) nor used in any part of the selection process.

Gender: Male Female **Date of Birth:**

Please indicate your ethnic origin:

(a) White British

- British
 Irish
 Other White background

(b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

(c) Asian and Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian

(d) Black or Black British

- Caribbean
 African
 Any other Black background

(e) Chinese or other ethnic group

- Chinese
 Any other background

Please indicate your nationality:

- British Irish
 Other EU Member Country Other Non EU Country

Disability

The Disability Discrimination Act (1995) defines a disabled person as "a person who has or has had in the past a physical or mental impairment which has substantial long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition do you consider yourself to be disabled Yes No

Applications from disabled people are welcome. We guarantee to interview a disabled applicant who meets the minimum role criteria and will ensure that appropriate support is provided where required.

I do not wish to disclose my equal opportunities data with Y Services for Young People

