APPLICATION FORM

IN CONFIDENCE

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CVs will not be considered.**

1. JOB DETAILS

Post applied for

Location

2. PERSONAL DETAILS

Title

Family Name

First Name(s)

(Underline the name by which you want to be known)

List below any other names by which you have been known

Address

Post Code

Email address (if you may be contacted by email)

Home Telephone

Mobile Telephone

Work Telephone

May we contact you at work?

☐ Yes ☐ No

This YMCA has a normal retirement age of 65. Please tick if you are 65 years of age or over, or if you are within six months of reaching 65. ☐

National Insurance No.

Do you need a Work Permit before you can be employed in this country? ☐ Yes ☐ No

If yes, please give details.

Do you have any disability which may affect your application or employment? ☐ Yes ☐ No

If yes, please give details.

We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you.

If appointed, how soon could you take up the post?

Do you hold a current UK driving licence? ☐ Yes ☐ No ☐ Not required for this post

3. RELIGIOUS BELIEFS / AFFILIATION

You are <u>not</u> required to complete this Section <u>unless</u> the person specification/advertisement indicates that there is a genuine occupational requirement for the post holder to have a personal commitment to the Christian faith. Please refer to the enclosed Guidelines for further clarification.

What are your religious beliefs?

If you attend a place of worship, please give details.

If you are involved in Christian-related activities, please give details.

4. EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and other relevant qualifications starting with your most recent.

Qualifications

If the post requires specific qualifications you will be required to provide documentary evidence before employment.

Please describe other learning opportunities relevant to the position, e.g. training courses.

Learning Opportunity

(continue on additional sheet if necessary)

5. PRESENT OR LAST EMPLOYER

Employer's name and address

Post held

Date commenced

If left, give date and reason for leaving.

Please give a brief description of your duties and responsibilities.

(continue on additional sheet if necessary)

6. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken, starting with the most recent first (c*ontinue on additional sheet if necessary).*

Dates (month-year, from-to)	Employer	Duties undertaken	Reason for leaving

Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service).

7. REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent.**

Referee 1	**Referee 2**
Name	Name
Position	Position
Address	Address
Post code	Post code
Telephone No.	Telephone No.
In what capacity does this person know you?	In what capacity does this person know you?

8. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

9. DECLARATION

I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.

Signed Date