## **YOUTH FIRST – APPLICATION FORM**

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| **Position applied for:** |  | **Ref No:** |

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Email address:** |  |
| **Daytime telephone number:** |  |
| **Evening telephone number:** |  |

**Employment history**

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| --- | --- | --- | --- |
| **Present post:** | | **Job title:** | |
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| **Employer:** | | **Date started:** | |
|  | |  | |
| **Salary and benefits:** | | | |
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| **Major duties and responsibilities:** | | | |
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| **Previous posts (please start with the most recent):** | | | |
| **Job title:** | **Employer:** | **Dates (from-to):** | **Salary:** |
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**Education/training**

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| **Secondary education:** | **Qualifications/grade:** |
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| **Further/higher education:** | **Qualifications/grade:** |
|  |  |
| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** | |
|  | |
| **Are you undertaking any course of study at present? (if so, please give details)** | |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | |
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| It is Youth First's policy to verify the qualifications of all successful job applicants. | |

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| **Supporting information**  Please give any details you feel are relevant in support of your application, including why you are interested in this post and how you meet the person specification criteria. Use additional sheets if necessary. |

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| **Other details** | | |
| What is the notice required in your present post? | | |
|  | | |
| Is your present post your sole regular employment? | Yes | No |
| Are you a British subject or a national of any EU country? | | |
|  | | |
| If not, do you have the right to work in the UK and necessary permissions? | | |
| If so, please state any restrictions on your right to work in the UK and the expiry date of any permissions. | | |
|  |  | |
| Do you have a full driving licence? | Yes | No |
| Do you have any current endorsements? | Yes | No |
| Do you have use of a car? | Yes | No |
| Where did you see the advertisement for the post? | | |
|  | | |

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| **Disabilities** | | |
| **Do you require any special arrangements to be made for your interview/assessment test on account of a disability?** | Yes | No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment test and thus meet our obligations under the Equality Act 2010: | | |

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| **Convictions**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.’  ‘Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.’ | | |
| **Convictions**  ***Please delete as appropriate*** Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | YES | NO |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | YES | NO |

**References**

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

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| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number/email:** | **Telephone number/email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request on payment of a fee the right of access to personal data held about them.  I hereby give my consent to Youth First processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  I hereby give my consent to Youth First carrying out checks on my qualifications.  Applicant’s signature  ……………………………  Note: Any false, incomplete or misleading statements may lead to dismissal. |