

**Application Form**

# Please Note That CVs Will Not Be Considered

*Please complete ALL sections and use only A4 size paper as continuation sheets as required. All information supplied will be treated in the strictest confidence.*

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| Job Details | | | |
| Post applied for: |  | | |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | | | Yes/No |
| If job-share, please state preferred days/hours per week: | | | |
| Personal Details | | | |
| Family Name: | | Forename(s): | |
| Preferred title (e.g. Mr/Mrs/Miss/Ms/Dr/Other): | | | |
| Address:  Post Code: | | | |
| Telephone numbers  Home: | | Mobile:  Work: | |
| Personal email: | | | |
| **Asylum and Immigration Act 1996.**  **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Action4Youth that the Asylum and Immigration Act 1996 is being complied with.** | | | |
| Do you require a work permit to work in the UK? | | | Yes/No |
| References We will require satisfactory references from two people who have knowledge of you in a working/ educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school, college or university referees. References must cover a five year consecutive period. | | | |
| **Present employer/most recent employer**  Name: | | Name: | |
| Job Title: | | Job Title: | |
| Name of Organisation: | | Name of Organisation: | |
| Address:  Post Code: | | Address:  Post Code: | |
| Email address: | | Email address: | |
| Tel No: | | Tel No: | |
| How long have you known this person and in what capacity? | | How long have you known this person and in what capacity? | |
| Are you happy for us to contact this referee prior to interview? Yes/No (please indicate) | | Are you happy for us to contact this referee prior to interview? Yes/No (please indicate) | |
| Have you worked or lived overseas for more than three months in the last five years? Yes/No (please indicate). If yes, please provide information below | | | |

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| --- | --- | --- | --- | --- |
| Present or Most Recent Employment | | | | |
| Name & Address of employer:  Post Code: | | | | |
| Job Title: | | | Dates employed: | |
| Current or final salary: | | | Period of notice required: | |
| Please give a brief outline of your main responsibilities: | | | | |
| Previous Employment *Please list all previous employment in chronological order (most recent first).*  *Continue on a separate sheet if necessary* | | | | |
| Dates  From to | Name & Address of Employer | Job Title and outline of main responsibilities | | Reason for leaving |
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| Education & Qualifications*Please give details of all educational qualifications obtained and those currently being pursued* | | | |
| Name of School, College, University, etc. |  | Subjects studied / Qualifications worked towards | Grades obtained |
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| TRAINING *This includes trade/professional training, government training schemes,*  *apprenticeships, short courses and secondments* | | |
| Course Title | Organisation | Dates |
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| --- | --- | --- |
| Membership of Professional Institutes | | |
| Institute | Level of Membership | Year of Award |
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| Other Experience Details should be given for any period not accounted for by full-time employment, education  *and training, e.g. unemployment or voluntary work.* | |
| Experience | From/To |
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| --- | --- | --- | --- |
| Information in Support of Your Application *(please refer to the Guidance Notes for Job Applicants)*  If further space is needed, please continue on a separate A4 sheet. | | | |
|  | | | |
| The Working Time Regulations 1998 *(please refer to the Guidance Notes for Job Applicants)*  Employment which you intend to continue if successfully appointed to the post applied for.  *Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.* | | | |
| Part 1 – No other Employment I confirm that I do not have any other employment.  Signature: Print Name: Date: | | | |
| **Part 2 – Other** **Employment (including any freelance or self-employed work)**  All other employment that I have is detailed below: | | | |
| Job Title & Organisation | Number of hours per week including overtime | Start Time  *(please use 24 hour clock)* | End Time  *(please use 24 hour clock)* |
|  |  |  |  |
| Signature: Print Name: Date: | | | |

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| Rehabilitation of Offenders Act 1974 |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Action4Youth uses the Disclosure and Barring Service (DBS) service to assess applicants’ suitability for positions of trust. A criminal record will not necessarily be a bar to obtaining a position at Action4Youth. |
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| Additional Information | | | |
| **Driving Licence:** | | | |
| Do you hold a current driving licence? | Yes/No | Are you a car owner or do you have access to a car? | Yes/No |
| If YES, please state the type of licence you hold: | | | |
| Do you have any current endorsements? | | | Yes/No |
| If YES, please specify: | | | |

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| Declaration |
| I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.  **Data Protection**:  Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.  I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, an Enhanced DBS Disclosure with barred list check will be applied for.  If I accept employment with Action4Youth, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.  Signed: Date:  Name:  *If this form has been completed electronically, please indicate your consent* ***Yes / No***  *and, if you are invited for interview, please remember to bring a signed copy of this form with you.* |

**Safeguarding Statement**

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the discourse of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.



**Equal Opportunities Monitoring Form**

Action4Youth believes in equality of opportunity and recognises that diversity creates a strong, flexible and creative workforce. Monitoring our recruitment procedures is an important part of our effort to ensure that we are an equal opportunities employer in practice. This form will be removed before the selection process begins and will not affect your application.

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| --- | --- | --- |
| Position applied for: | | |
| Please tick the appropriate boxes | | |
| **Gender:**  (If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender) | * Male * Female | |
| **Age Group**: | * 18-25 46-55 * 26-35 over 55 * 36-45 | |
| **Do you have a disability as defined by the Disability Discrimination Act?** | * Yes * No * I don’t know | |
| Do you consider that you have a long-term health problem? | * Yes * No | |
| How would you describe your nationality? | * British Welsh * English Irish * Scottish Other *(please specify)*   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| How would you describe your ethnic origin? (*Classifications taken from the 2001 Census)* | | |
| White or Mixed:   * White * White and Black Caribbean * White and Black African * White and Asian * White and Chinese * Other mixed background *(please* *describe)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Asian:   * Indian * Pakistani * Bangladeshi * Other Asian background *(please describe)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Please turn over** |
| Black:   * Caribbean * African * Other Black background *(please* *describe*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Chinese:   * Chinese |
| * Other ethnic group/background *(please describe*) | | |
| Do you have any dependents? | | * None * Children * Adults |

Thank you for completing this form.

Please return the completed form to:

Jan Knight

Action4Youth

5 Smeaton Close

Aylesbury

Buckinghamshire

HP19 8UN

Or by email to [jan.knight@Action4youth.org](mailto:jan.knight@Action4youth.org)

**Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

# Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

# Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

When posts require regular travel throughout Buckinghamshire and Milton Keynes, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria

# Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Action4Youth may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Action4Youth will have the following options:

* Not to offer you the appointment.
* Offer the appointment on reduced hours.
* Offer the appointment providing the other work is relinquished (or the hours reduced).
* Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

# References

A minimum of two references is required from people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. References must cover a five year consecutive period. Unless previously advised all offers will be subject to a successful Enhanced DBS Disclosure with barred list check. References will not be taken up without your prior agreement.