Please complete this application form if you are applying for a position. Please ensure that you complete all sections fully and to the best of your ability. Sections that are left blank could result in your application being rejected.

1. **Job Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for |  | Job Ref No. | HR …………… |
| Please state where you saw the vacancy |  | | |

1. **Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | | Surname | |  |
| List any previous names | | |  | | Known as | |  |
| Address | |  | | Mobile number | |  | |
| Home number | |  | |
| Postcode | |  | | May we contact you at work? **Yes / No** | | | |
| Do you hold a current UK driving licence? | | Yes  No | | Email address | |  | |
| Do you have a disability which may affect your application or employment? | | | Yes  No | If yes, please provide details | |  | |
| If appointed, how soon could you start? | | |  | | | | |

1. **Immigration, Asylum & Nationality Act 2006**

Under the Immigration, Asylum & Nationality Act 2006, Southend YMCA has a responsibility to prevent illegal migrant working in the UK. Therefore, all job applicants that are shortlisted for interview will be asked to prove their eligibility to work in the UK by providing the relevant documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require a work permit to work in the United Kingdom? | Yes  No | If yes, please give details |  |

1. **Previous Contact with YMCA**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you been involved with any YMCA before? | Yes  No | If yes, please state how |  |

1. **Current or Most Recent Employer**

Please list your current or most recent employer and provide the dates of employment. If you are still employed, please write ‘present’ at the end date. Please note that a reference will be requested from your current or most recent employer. If you would prefer that this is not requested until a formal offer of employment is made, please indicate this in Section 8.

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Position held |  |
| Address |  | Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Employment dates | – |
| Reason for leaving | If no longer employed with this company please state the date you left: | | |

1. **Previous Employment & Experience**

Please provide a list of your previous employment in chronological order (i.e. most recent first) providing the positions held and dates of employment. Please also complete in full the reasons for leaving.

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Position held |  |
| Address |  | Employment dates | – |
| Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Reason for leaving | Leaving Date: | | |
| Company name |  | Position held |  |
| Address |  | Employment dates | – |
| Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Reason for leaving | Leaving Date: | | |
| Company name |  | Position held |  |
| Address |  | Employment dates | – |
| Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Reason for leaving |  | | |

1. **Education, Training & Development**

Please list your academic/professional qualifications in chronological order (i.e. most recent first). You may continue on a separate sheet if necessary. If so, please state clearly your name and the job you have applied for.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Secondary Education** | | | | | | |
| Date |  | Subjects studied |  | Qualification obtained (including grades) | |  |
| **Further Education** | | | | | | |
| Date |  | Subjects studied |  | Qualification obtained (including grades) | |  |
| **Professional/ Other Qualifications** | | | | | | |
| Date |  | Awarding body |  | | Level/ grade of membership |  |
| **Other Non-Qualifying or Short Courses Attended** | | | | | | |
| Date |  | Details of course |  | | | |

1. **LEISURE INTERESTS**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |

1. **References**

Please give the details of two professional referees, one of whom **must** be your current or most recent employer, who can comment on your suitability for this post. The other referee should be one of your previous employers. **We do not accept volunteer or personal references unless this is your first or only paid work application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent employment** | | **Previous employment** | |
| Company name |  | Company name |  |
| Line Manager |  | Line Manager |  |
| Line Manager’s job title |  | Line Manager’s job title |  |
| Your job title |  | Your job title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Contact details | Phone:  Email: | Contact details | Phone:  Email: |
| Can we contact your referee before making an offer? | Yes  No | Can we contact your referee before making an offer? | Yes  No |

1. **Supporting Information**

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

|  |
| --- |
| \*C*ontinue on a separate sheet, if required* |

1. **Criminal Background Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence?  (declaration subject to the Rehabilitation of Offenders Act 1974) | Yes  No | If yes, please give details |  |

1. **Data Protection & Consent to Processing**

You accept that Southend YMCA has requested personal data about you for the purposes of assessing your suitability for employment, and in signing the Application Form you consent to the processing by the Organisation (or associated Organisation) of your personal data for any purpose related to the recruitment process, including, but not limited to, shortlisting, selection, interview assessment, skills assessment and assessment of suitability purposes and right to work in accordance with the Job Applicant Privacy Notice.

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1. **Declaration**

If you knowingly submit false information, or attempt to omit or conceal any relevant fact concerning your eligibility for employment then your name will be withdrawn from the list of candidates. Providing false information is an offence and if this is discovered after you have been appointed you will be liable for summary dismissal. You may also be referred to the Police.

By signing this document below you acknowledge your responsibility to disclose any information to the panel which may affect your working with children, young people or vulnerable adults.

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. I further confirm that I have completed this form myself, or if someone has completed this form on my behalf, I verify that the information is correct and valid.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Please submit your completed application form no later than the deadline provided on the job advert to the following email address:**

**For application for jobs:** [**hr@southendymca.org.uk**](mailto:hr@southendymca.org.uk)