**Application Form**

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| Position applied for: | |
| Please highlight relevant post:  Permanent/Temporary/Fixed term/Part time/Casual | |
| Where did you see the post advertised? |  |
| **PERSONAL DETAILS** | |
| Forename/s |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Tel no (home) |  |
| Tel no (Work) |  |
| Tel no (Mobile) |  |
| National insurance number |  |

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| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE** Use a separate sheet if necessary | | | |
| Name & address of previous employer | Job title and duties | Reason for leaving | Salary upon leaving |
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| **TECHNICAL SKILLS** Please list your technical skills, including level of proficiency e.g. Microsoft Outlook- basic,  Word- average, and the number of years you have used that skill. |
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| **QUALIFICATIONS** | | | |
| School / College attended | Subject studied | Level e.g. GCSE, BTEC, A Level etc | Grade achieved |
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| **TRAINING UNDERTAKEN** | | | | | | | | | |
| Course title | | | Organisation running the course | | | | Course details | | |
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| **RELIGIOUS BELIEFS / AFFILIATION You are NOT required to complete this Section UNLESS 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.** | | | | | | | | | |
| 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: | | | | | | | | | |
| **Have you had any previous contact, or do you have any current contact with the YMCA movement?** | | | | | | | | | |
| YES/NO  If YES, please give details:- | | | | | | | | | |
| **SUITABILITY To apply for this role please demonstrate how your skills and experience match the criteria in the job description and person specification. Please list all facts and information that are relevant to your application.**  **If you require additional space, please continue a separate A4 sheet.** | | | | | | | | | |
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| Do you have a clean FULL Driving Licence? YES / NO  Do you own your own vehicle? YES / NO    If you do NOT have a clean FULL Driving Licence, please give details:  Preference will only be given for posts where the post holder will be required to drive on YMCA business. | | | | | | | | | |
| **REFERENCES** Please provide the full address of your last two employers and the name and job title of whom we should apply for a reference, along with their email address if applicable. If you do not have any previous work experience or only one previous employer, then please provide an educational or personal reference including their personal email address if applicable. References should be professional people and not friends or family members. References will not be taken up until an offer of employment has been made and you have accepted it. | | | | | | | | | |
| Previous employer: | |  | | Previous employer: | | | |  | |
| Name / position: | |  | | Name / position: | | | |  | |
| Address: | |  | | Address: | | | |  | |
| Post code: | |  | | Post code: | | | |  | |
| Tel. no: | |  | | Tel. no: | | | |  | |
| Email: |  | | | Email: |  | | | | |
| **CRIMINAL OFFENCES**  Have you ever been convicted of a criminal offence? YES / NO  If Yes, please give details. (Any post which works with children or vulnerable adults is exempt from the Rehabilitation of Offenders Act and therefore spent convictions re required to be disclosed.)  Please use additional A4 pages if required.  Please ensure you have read and completed the attached “Declaration of Criminal Background Information” form. | | | | | | | | | |
| **AVAILABILITY** | | | | | | | | | |
| How soon can you commence employment? | | | | | |  | | | |
| Current salary: | | | | | |  | | | |
| **DATA PROTECTION**  Personal data obtained from applicants during recruitment process will be held securely by the YMCA. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicants might be considered for other vacancies). Other than for the successful applicant, no personal data provided during the application other than that stored and processed as part of the YMCA’s monitoring of equal opportunities will be retained in accordance with the new GDPR regulations May 2018. | | | | | | | | | |
| Please tick the box if you are happy for the YMCA to retain your personal information: | | | | | | | | |  |

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| **ASYLUM & IMMIGRATION ACT 1996** | | | | |
| Under the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to work in the UK.  You are therefore required to provide the Company with confirmation of your eligibility to work in the UK by providing ONE of the ORIGINAL documents detailed below.  Please tick the appropriate box detailing which document you intend to bring with you, if you were offered employment. A copy of this document will be retained on your personnel file. | | | | |
| A Passport showing the holder as a British Citizen or having right of abode in the UK;  an EU passport/identity card showing the holder is an EU national or Swiss national;  A residence permit issued in the UK to an EU or Swiss national;  A document from the Home Office which has and endorsement stating the holder has right of residence in the UK as a family member of an EU or Swiss national;  A passport or other document to show the holder can stay indefinitely in the UK;  A document to show that the holder can stay in the UK and do the type of work on offer; An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment. | | | |  |
| If you do not have any of the above, then a combination of a document giving the person’s national insurance number and name e.g. P45, P60 NI card or letter from government agency PLUS ONE of the following:-  A full birth certificate issued in the UK which includes the name of the holder’s parents;  A birth certificate issued in the Channel Islands, Isle of Man or Ireland; a Certificate of registration or naturalisation stating the holder is a British Citizen;  A letter from the Home Office confirming the holder has indefinite stay;  and immigration document issued from the Home Office stating that the holder has leave to remain indefinitely and can do the type of work you are offering. | | | |  |
| If you do not have the above combination, then a combination of a Work Permit issued to the holder by Work Permit UK PLUS ONE of the following: -  A passport showing the holder can stay in the UK and can take the work permit employment in question; a letter from the Home Office confirming the named person can stay in the UK and can take the work permit. | | | |  |
| FAILURE TO PRODUCE ANY OF THE ABOVE ORIGINAL DOCUMENTS WILL RENDER ANY OFFER OF EMPLOYMENT INVALID | | | | |
| **DECLARATION**  I certify that ALL information detailed is correct to the best of my knowledge.  I authorise the Company to obtain references to support my application once an offer has been made and accepted. I release the Company and referees from any liability cause by giving and receiving references.  I understand that misrepresentation, falsification or omission of information requested on this application form may result in disciplinary action up to and including dismissal. | | | | |
| Applicant’s signature: |  | Date: |  | |
| We are committed to Safer Recruitment practises and to Safeguarding and promoting the welfare of all service users. We expect all staff and volunteers to share this commitment.  We will ensure that all recruitment and selection practises reflect this commitment. This post is subject to an application for an Enhanced Disclosure from the Disclosure and Barring Service. | | | | |