



APPLICATION FORM

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:

2. PERSONAL DETAILS

Mr / Mrs / Miss / Ms

List below any other names by which you have been known

First Names

Name by which you want to be known by

Surname

Address

E mail address

Home Telephone

Post Code

Mobile Telephone

National Insurance No.

Immigration, Asylum and Nationality Act 2006:

It is a criminal offence to employ persons whose 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 YMCA East Surrey that the Immigration, Asylum and Nationality Act 2006 is being complied with.

Are you eligible to work in the United Kingdom? Yes/No

Do you need a work permit/visa to work in the UK? Yes/No

If yes please provide details

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

Can you drive a minibus? Yes/No

If yes, would you be willing to do so for this post? Yes/No

3. EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and other relevant qualifications and training, and dates passed starting with the most recent.

Date (month-year) Qualifications

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

4. PRESENT OR LAST EMPLOYER

Employer's name and address

Post held:

Date commenced:

Date of leaving:

Reason for leaving:

Salary £

Please give a brief description of your duties and responsibilities

5. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment.

For each job give date of employment, name of employer, and duties undertaken, starting with the most recent first.

<u>DATES</u> <u>(FROM & TO)</u>	<u>NAME OF EMPLOYER</u>	<u>DUTIES</u>	<u>REASON FOR LEAVING</u>

6. SKILLS AND EXPERIENCE

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

7. 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.

8. 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

Name

Position

Address

Referee 2

Name

Position

Address

Post code

Email address

Telephone No.

In what capacity does this person know you?

Post code

Email address

Telephone No.

In what capacity does this person know you?

10. Personal Declarations

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The position for which you are applying involves contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? **YES/ NO**

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

11. DECLARATION - PLEASE READ CAREFULLY

For the purposes of the Data Protection Act 1998, **I consent** to the information contained in this form, and any information received by or on behalf of Pathways 4 All relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

12. CONFIDENTIALITY STATEMENT

During the course of your employment you may have access to information of a confidential nature, such as having access to member's personal information, or details of behaviour or incidents; overhearing parent conversations; discussions between staff and/or volunteers.

When someone shares confidential information, they need to be sure that we will not pass this to anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you such as any safeguarding issue. In this case you will be expected to share this with the Safeguarding Officer, Lynn McManus or Deputy Safeguarding Officer, Victoria Williamson.

I understand that while working for Pathways 4 All I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of Pathways 4 All/The Tim Lamb Centre whilst working or after working has ceased.

Signed (Staff) _____ Date _____

Signed (Pathways 4 All) _____ Date _____
