**Application for Employment**

Please remember to fill in ALL SECTIONS in Black Ink and remember to sign and date the declaration at the back of the form.

The information supplied on this Application Form will be treated as **STRICTLY CONFIDENTIAL.**

**Post Applied For:**

**Personal Details**

Name:

Address (in full):

Post Code:

Telephone (Home):

Mobile Telephone:

Telephone (Work):

(Please indicate if we may contact you on this Number)

Yes:  No: 

E-Mail Address:

Are you required to hold a work permit?

Yes: 

No: 

National Insurance Number:

Do you hold a valid driving licence for use in the UK? Yes:  No: 

Type – Provisional:  Full:  Other :  Please specify:

Please give details of penalty points (if any) with dates:

Do you have the ability to be mobile if the duties of the post require it? Yes:  No: 

**Religious Beliefs / Affiliations**

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 belief?

If you attend a place of worship, please give details.

If you are involved in Christian-related activities, please give details.

**Educational Details**

You may be asked to provide evidence of Qualifications obtained.

**Secondary (CSE, GCE, GCSE, RSA, A Levels etc. or equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Level** | **Subjects** | **Grade** | **Date of Exam** |
|  |  |  |  |  |

**Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Polytechnic/College/ University** | **Qualifications Gained** | **Subjects** | **Grade** | **Date of Examination** |
|  |  |  |  |  |

**Professional Details**

|  |  |
| --- | --- |
| **Professional Qualifications Obtained** | **Date of Examination** |
|  |  |

**Membership / Registration with Professional Bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Professional Body** | **Level/Type of Membership** | **Reg. Number** | **Renewal Date** |
|  |  |  |  |

**Other relevant Training and /or Short Courses/Personal Development or Life Skills**

 Examples could include: Courses, Skills Training, External Awards/Activities, Voluntary Work, Work Experience.

**Employment Details:**

Name and address of current Employer:

Job Title:

Current/Latest salary:

Weekly Hours:

Date Post Commenced:

Date of Leaving (if relevant):

Reason for Leaving:

Notice Required:

Please describe your main Duties and Responsibilities:

**Previous Employment Details**

Name and Address of Employer:

Job Title:

Date Post Commenced:

Date of Leaving:

Reason for Leaving:

Please describe your main Duties and Responsibilities:

Name and Address of Employer

Job Title:

Date Post Commenced:

Date of Leaving (if relevant):

Reason for leaving:

Please describe your main Duties and Responsibilities:

**Supporting Information / How do you meet the selection Criteria?**

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the Person Specification. Tell us about things you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for.

Also include here information about why you want the job and anything else you wish to say.

**Hobbies / Interests**

Please give details of your Hobbies and Interests:

**References**

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the “no” boxes below. This will not affect our decision to invite you for interview. Once an offer of employment has been extended and accepted, references will be sought and the offer of employment remains conditional pending receipt of two satisfactory references.

Please give the names and addresses of two people who would be willing to supply a reference about you, both of whom must be your two most recent employers (or teacher/tutor where appropriate). The references should be from a person in a position of responsibility relative to yourself, e.g., with management responsibility. Please state in what capacity they know you.

Name: Name:

Organisation: Organisation:

Address: Address:

Tel No: Tel. No:

E-Mail Address: E-Mail Address:

Relationship: Relationship:

May we contact them if we decide to invite you for interview?

Yes  No  Yes  No 

If “no”, we will contact you for permission before requesting references.

**DECLARATION**

I understand that any offer of employment will be subject to the information on this Application Form and the Declaration of Health Form being complete and correct. I authorise YMCA Norfolk to make any appropriate checks, which may be necessary. False information, or a failure to supply the details required in this Application Form could make an offer of employment invalid or lead to termination of employment.

Name : ……………………………………………………………………………………

(Please use block capitals)

Signature: …………………………………………………………………………..

Date: …………………………………………………………………………..

Under the Data Protection Act 1998 all records from the recruitment process will be held within the Human Resources Department for a period of one year after which all records will be destroyed.