**Confidential Application for employment**

**Please complete all sections of the application form.**

**CVs will not be considered**

**Section 1 – Personal Details**

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| Address:    Post Code: | Telephone  Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Evening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Email Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 2 – Employment Details**

|  |
| --- |
| Position applied for: |
| If offered this position, will you work in any other capacity? |
| What date will you be available to start work? |

**Section 3 – General Information**

|  |
| --- |
| Do you hold a current Driving Licence? Yes No If yes, please list any penalty points: |
| Please note any criminal convictions except those ‘spent’ under the Rehabilitation Of Offenders Act. If you have none please state ‘None’. |

**Section 4 – Work History**

|  |  |
| --- | --- |
| Name & Address of Employer:  Telephone: | Name & Address of Employer:  Telephone: |
| Starting/Leaving Dates: | Starting/Leaving Dates: |
| Salary: | Salary: |
| Job Title: | Job Title: |
| Duties/Responsibilities: | Duties/Responsibilities: |
| Reason for leaving | Reason for leaving |
|  |  |
| Name & Address of Employer:  Telephone: | Name & Address of Employer:  Telephone: |
| Starting/Leaving Dates: | Starting/Leaving Dates: |
| Salary: | Salary: |
| Job Title: | Job Title: |
| Duties/Responsibilities: | Duties/Responsibilities: |
| Reason for leaving | Reason for leaving |
| *If required, you may add additional information using A4 white paper and black ink.* | |
| Have you ever been dismissed from employment for reason(s) other than redundancy?  Yes No  If yes, please provide full details including dates (please continue on separate sheet if necessary) | |
| Are you the subject of any on-going investigations or disciplinary action?  Yes No  If yes please give details (please continue on separate sheet if necessary) | |
| Have you ever worked for this Company before?  Yes No  If yes, please give details including dates: | |

**Section 5 – Education**

|  |  |  |
| --- | --- | --- |
| School/College/University | Qualifications (Subjects and Results) | Date Qualification awarded |
|  |  |  |
|  |  |  |
|  |  |  |
| List your current membership of the professional body/institute to which you may belong/subscribe: | | |
| **Section 6 – Supporting Information**  Please include any skills and experience you have acquired that can support this application whether within the working environment or outside. *If required, you may add additional information using A4 white paper and black ink, number section 6* | | |
| Please state any other training you have attended relevant to the position you have applied for: | | |
| Do you speak or read a foreign language? If yes, please give details: | | |

**Section 7 – References**

|  |  |
| --- | --- |
| Please give the details of two people to whom we may contact for references (one of which should be your last or current employer. If you do not want us to contact them unless we offer you the position, please tick the box. | |
| Name: | Name: |
| Position: | Position: |
| Name of Company: | Name of Company: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Length of Time Known: | Length of Time Known: |

**ABSENCE** How many days absence have you had from your employment in the last 2 years? □days

|  |
| --- |
| **PRIVACY NOTICE**  We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.  We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.  This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.  If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.  **DECLARATION**  It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I am employed.  I consent to YMCA Wellington sharing my personal information in order to take up the references detailed and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.  Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please read the following notes to help you fill in the form correctly. The following headings correspond to some of the appropriate sections of the application form:

**aPPLICATION fORMS – gUIDANCE nOTES**

|  |  |
| --- | --- |
| **Employment Details:** | * The full job title should be completed, and indicate the earliest date on which you could start work for us if the job is offered to you. |
| **General Information:** | * Let us know if you hold a current driving licence and also if there are any current penalty points. * Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau. * If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply. * If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as ‘spent’. |
| * **Work History:** | * Starting with your last employer, list all employers you have worked for, providing the job title, starting / leaving dates, salary and the reason you left. If relevant include any voluntary work. * Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points. * This information may be used to assess whether you meet the experience requirement for the vacancy. * List your formal qualifications, including grades where appropriate, where they were obtained and when awarded. * Please detail the organising body and the details of any training you have attended. * List your current membership of the professional body/ institute/s to which you may belong/subscribe. * This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted. |
| **Supporting Information:** | * This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history; refer only to the relevant parts. * In considering your experience, reflect on all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job. * Express any relevant views on the requirements specified in the job description and person specification in support of your application. |
| **References:** | * Please give details of two referees including your current or most recent employer. References will be taken up prior to interview unless otherwise requested. |