|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | C:\Documents and Settings\Joe\Desktop\YB Logo Small.jpg  JOB APPLICATION FORM | | | | | | | | |  | |
|  | | | | | | | | | | | | |
| **POSITION APPLIED FOR:** | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| **The following information will be treated in the strictest confidence.** | | | | | | | | | | | | |
| **PERSONAL** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Surname: |  | | | | First Name(s): | | | |  | | | |
| Address: |  | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Email: | | | | |  | | | | | | | |
| Contact Tel. No: | | | | | Mobile Tel No. | | | | | | | |
|  | | | | | |  | | | | | | |
| Full Driving Licence: | |  | | | | Endorsements: | | | | | |  |
|  | |  | | | |  | | | | | | |
| Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? | | | | | | | | | |  | | |
| If YES, please give full details. | | |  | | | | | | | | | |
| If YES, please give full details | | |  | | | | | | | | | |
| Are you willing to work evenings and weekends as required? | | | | | | | | | |  | | |
| Please give details of any hours which you would not wish to work? | | | | | | |  | | | | | |
| Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Charity’s Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the CRB/Disclosure Scotland Codes of Practice) | | | | | | | | | |  | | |
| If YES, please give full details | | |  | | | | | | | | | |
| If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment? | | | | | | | | | |  | | |
| Do you need a work permit to take up employment in the U.K.? | | | | | | | | | |  | | |
| How much notice are you required to give to your current employer? | | | | | | | |  | | | | |

**DECLARATION**

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to Young Bristol by the Criminal Records Bureau. I have been given a copy of the Charity’s Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by Young Bristol, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 2018.

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

**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made?

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
| Tel. No: | Tel. No: |

**SOURCE OF APPLICATION** How did you hear of this vacancy?

|  |
| --- |
|  |

**Please complete and return this form marked Private and Confidential**

**to:**

**FAO – Recruitment**

**Young Bristol**

**The Station**

**Silver Street**

**Bristol**

**BS1 2AG**

**Or email to: hr@youngbristol.com**

Please double check the respective Job Pack for specific dates/deadlines regarding applications and interviews.

Please note that CVs will not be accepted as part of this process and if included they will be disregarded.

**1. EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | Subject | |
|  |  |  | |

|  |
| --- |
| Please give details of membership of any technical or professional associations: |
|  |

**PRESENT OR LAST EMPLOYER**

Are you currently employed?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of present or last employer: | | | | |  | | |
|  | | | | |  | | |
| Address: |  | | | | | | |
|  | | | | | | | |
| Telephone No: | |  | | | | | |
|  | |  | | | | | |
| Nature of business: | | |  | | | | |
|  | | |  | | | | |
| Job title and a brief description of your duties: | | | | | |  | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Length of Service: | | | | From: | | | To: |
|  | | | |  | | |  |

**EMPLOYMENT DETAILS**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  | . |

|  |
| --- |
| **EMPLOYMENT ACHIEVEMENTS** (Please set out the key achievements that you have achieved during you employment) |
|  |
|  |
| **PLEASE GIVE DETAILS OF YOUR** **INTERESTS and LEISURE ACTIVITIES** (e.g. hobbies, sports, club memberships) |
|  |
|  |
| **SUPPLEMENTARY INFORMATION**  Please set out below any further information to support your application, e.g. future aspirations, personal strengths |
|  |

|  |
| --- |
| Please use this space to tell us **WHY ARE YOU APPLYING FOR THIS POSITION?**  In no more than 1500 words, state why you are the best candidate for this position |
|  |