

## Application for Employment

Please note that only the information given in this application 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.**

A Word version of this form is available on our website [www.ymcadoncaster.org.uk](http://www.ymcadoncaster.org.uk)

**Please make sure that you have the full information pack for the post you're applying for.**

<b>Post Applied For</b>	<b>Where did you hear about the vacancy?</b>
<b>Title</b> <b>Family Name (surname)</b>	<b>First Names</b>
<b>Address</b>	<b>Home Telephone</b>
<b>Post Code</b>	<b>Mobile Telephone</b>
<b>National Insurance Number</b>	<b>Email address</b>
<b>Do you need a work permit before you can be employed in this country?</b>	<b>If yes, please give details.</b>
<b>If appointed, when could you take up the post?</b>	<b>If you are currently employed, what notice period are you required to give?</b>
<b>Have you previously applied for a job at YMCA Doncaster? If so, what was the outcome?</b>	
<b>Have you had any other previous contact, or do you have any current contact, with the YMCA or its employees or Board Members in Doncaster or elsewhere?</b>	
<b>If yes, please give details</b>	

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create inclusive and energising communities where young people can truly belong, contribute and thrive.

**Education, Training and Development**

Please list your academic or other qualifications, along with other training courses

If you are currently taking any courses, please give your expected grade.

Date (month/year)	Qualification / Training Programme	Grade (if applicable)

**Present or last employer's name and address**

**Your present or most recent job title**

**Date commenced (and left, if appropriate)**

**Current (or most recent) salary / rate of pay**

**Reason for leaving or planning to leave**

**Please give a brief description of your duties and responsibilities**



**Previous Employment and Experience**

Please give details of previous paid employment during the past 10 years. For each job, detail dates of employment, employer, and duties undertaken and reasons for leaving starting with the most recent first.

If you need to continue on a separate sheet, please use the format given here.

Start Date (month/year)	Finish Date (month/year)	Employer	Duties	Reason for leaving



**References – Please Read Carefully**

Before making any offer of employment, we must be able to obtain two satisfactory references for you.

We will apply for references after your interview if we are considering you for the post.

Referee 1 – Must be your current employer, or your most recent employer if you are not currently employed. We must be able to write to them at the company address – not a home address. Please check that they are appropriately authorised to provide references.

Referee 2 – If Referee 1 does not cover a full three year employment history, Referee 2 should be your previous employer. Otherwise, Referee 2 can be someone who knows you well and will be able to comment on how suitable you will be for this post. This could be, for example a teacher, tutor or lecturer or a person in a leadership position within your community or at your church, religious group, sports group etc. Please do not use relatives.

**Before including a person’s details here, please make sure that you ask them first and check that their contact details are up to date.**

We cannot accept a reference from someone who is related to you in any way, or from a spouse or partner, unless there are very exceptional circumstances.

Referee 1**Name****Position****Company Name****Company Address****Post Code****Telephone No.**

**Is this person your current or most recent employer (if not, please explain why you are unable to use your current or most recent employer as a referee)?**

**Is this person related to you in any way, or a spouse or partner?**

Referee 2**Name****Position****Company Name (if applicable)****Address****Post Code****Telephone No.**

**How does this person know you?**

**Is this person related to you in any way, or a spouse or partner?**

**Additional Referees**

We need to obtain references to cover *all* periods of employment for at least three years. If the referees above **do not** cover a three year employment history, please give details of additional employment contacts below. This should match your employment history.

**Name and Position****Company Address and Post Code****Telephone Number**

**Skills and Experience Outside Employment**

Please give details of any relevant skills/experience gained outside employment. This might include voluntary work, work with a faith group or a leadership position in a club or organisation.

**Other Work and Voluntary Commitments**

If you are intending to take up or continue with any other employment, business interests or regular voluntary commitments, please explain here what those are and the timings involved. Please include a note on how you would expect that to impact on your work at the YMCA.

**Why do you want this job?**

Please give a brief statement of why you're particularly interested in the post you're applying for.

**Please explain how you meet each of the criteria on our Person Specification**

The Person Specification provided in the application pack sets out the skills and experiences we're looking for.

These are our selection criteria.

Please use this space to

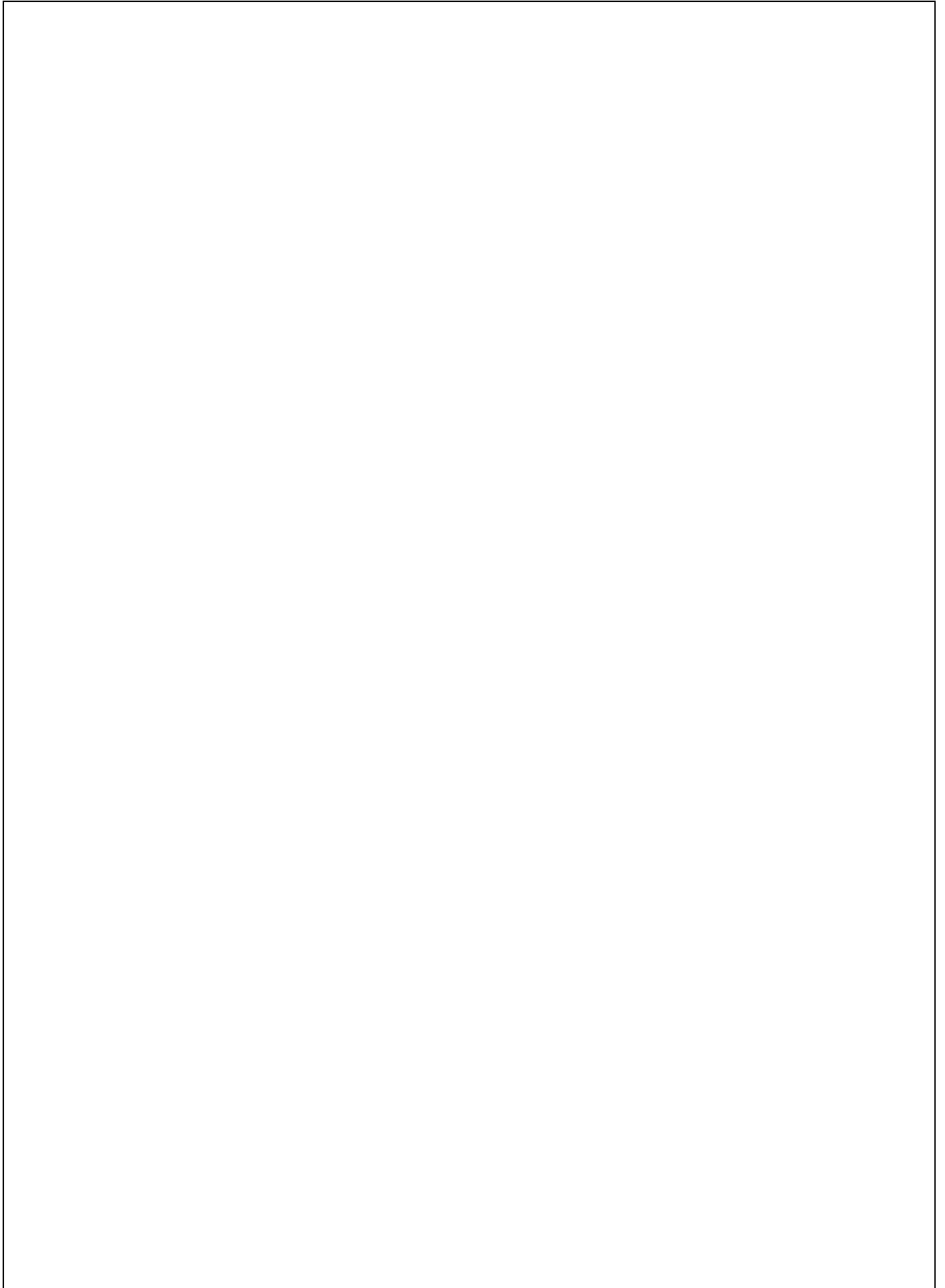
- List each of the criteria and clearly explain how you meet each one.
- Use clear examples from your previous experience.

Use as much space as you need to.

We will use this section to assess whether you meet our criteria. Please address our criteria specifically and in order.

***Please note that this is the most significant aspect of the application form. If you are unable to complete this section as described above, we will be unable to shortlist your application.***





**Criminal convictions**

If you have any criminal convictions, please note those here. Please note that any offer of employment is subject to a satisfactory disclosure from the Disclosure and Barring Service at the level relevant for the post.

**Selection Process and Adjustments**

Please state Yes or No, giving clear details where necessary. If a question doesn't apply to you, please state N/A

Are you able to work the hours as set out in the application pack, including variable shift patterns where that's stated in the information?

If you are *not* able to work the hours as set out in the application pack, please state the hours that you *are* able to work.

If we have scheduled dates for selection, those are noted on the front of the application pack. Please note here if there are dates which you're unable to attend for interview or other selection sessions.

Aspects of our interview and selection process are carried out in various rooms, some of which involve stairs.

Practical duties involved in each position are set out broadly in the relevant Job Description.

A disability is defined as "a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". If you consider yourself to be disabled based on this statement, what adjustments are needed for you to participate in the recruitment process and / or undertake the role?

Would adjustments be required for any other reason in order for you to participate in the recruitment process and / or undertake the role?

**Other Information**

If there is anything else that is relevant to your application, please include it here.

**Data Protection**

Personal data obtained from applicants during recruitment process will be held securely by YMCA Doncaster. 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 (eg if the applicant might be considered for other vacancies). Other than for the successful applicant, no personal data provided in the course of the application (apart from that stored and processed as part of the YMCA's monitoring of Equal Opportunities) will be retained beyond six months from the date from which applicants are informed of the outcome of their application.

**Declaration**

I declare that the information I have given on this form is correct and complete, and that all relevant information has been disclosed.

I declare that I am eligible to work in the UK.

I understand that false or misleading statements may be sufficient grounds for cancelling any job offer, or for disciplinary action to be commenced.

Signed

Date

**Returning your application**

Please refer to the individual Application Pack for the position you're applying for. This will give details about who to return your application to.

