**APPLICATION FOR EMPLOYMENT**

*Please return the completed form by email to:* benny@daaroyouth.org.uk

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**CONFIDENTIAL**

Please complete this form electronically and email to the above address.

We wish to ensure that comparison between applicants is fair and in line with the our Equal Opportunities Policies. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification. Please note that CVs are not accepted.

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| --- | --- |
| Position applied for | Youth Activities Coordinator |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname/family name |  | |
| First name |  | |
| Address |  | |
| Telephone number (s) |  | |
| Email address |  | |
| What days of the week can you work? |  | |
| When would you be available to take up the post? | |  |

**EDUCATION AND TRAINING**

Please list any education and/or training (including short courses) that you have completed.

|  |  |  |
| --- | --- | --- |
| Date undertaken | Course/Training details | Result/Qualification gained |
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**REFERENCES**

Please give below the name and address of two referees who can comment on your suitability for the post. These should not be relatives or friends. If you have been employed we would normally expect these to be your two most recent employers. We do not contact referees until a conditional offer of employment is given.

|  |  |
| --- | --- |
| First Referee | Second Referee |
| Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: | Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: |

**PAID AND/OR UNPAID WORK EXPERIENCE**

Please include your current/previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent and continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **From -To** | **Job Title, Employer name and employer address** | **Duties** | **Reason for Leaving** |
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**SUPPORTING INFORMATION**

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| In this section we would like you to give specific information in support of your application. Please consider the person specification, and demonstrate how you meet all of the necessary Essential **Experience, Knowledge and Understanding, and Skills.** Please address each of the points under the headings with relevant examples and ensure your answer is within the stated word limit. Please continue on a separate sheet if necessary but DO NOT exceed the word limit given. |
| Essential Experience *(word limit: 500 words)* |
| Essential Knowledge and Understanding *(word limit: 500 words)* |
| Essential Skills *(word limit: 500 words)* |

### CRIMINAL CONVICTIONS (Rehabilitation of Offenders Act 1974)

A prior or pending criminal conviction will not necessarily prevent you from working with us. However failure to disclose this information may result in the termination of any arrangements made. You may wish to discuss this at interview.

**Do you have any criminal convictions or any pending? (Please give details)**

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**Data Protection Act 1998**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

**I declare the information given on this form is correct to the best of my  
knowledge and acknowledge that by signing this form I give my consent to  
sensitive personal information being recorded and stored.**

Applicant Signature:

Date:

**Equal opportunities monitoring form**

DYP is committed to a policy of equal opportunities in our recruitment and selection procedures . To help us find out how far we are succeeding in providing equal access to opportunities in DYP we would appreciate your cooperation in completing this form. **This form will not be attached to your application or affect it in any way**.

**Please circle your answer**

**Ethnic origin**:

|  |  |
| --- | --- |
| **Asian or Asian British**   * Indian * Pakistani * Bangladesh * South East Asian * Any other Asian background, please specify: | **Mixed**   * White and black Caribbean * White and black African * White and Asian * Any other mixed background, please specify |
| **African or Afro-Caribbean**   * Caribbean * African * Any other black background, please specify | **White**   * British * Irish * European * Other white background, please specify |
| **Chinese or other ethnic group**   * Chinese * Latin American * Middle Eastern * Any other background, please specify |  |

**Gender** Male / Female

**Do you consider yourself to** No / Yes

**have a disability?**