#### APPLICATION FORM (part-time & sessional)

## **POSITION APPLIED FOR:**

## **PART 1: PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title: |  |
| First name: |  | | |
| Have you previously been known by any other name/s?  Please provide details: |  | | |
| Address (including postcode): |  | | |
| Phone (for us to contact you): |  | | |
| Email: |  | | |
| Are you eligible to work in the UK? *(Successful candidates will be required to provide documentary evidence before a job offer is confirmed)* |  | | |
| National Insurance number: |  | | |
| Where did you see the vacancy advertised? |  | | |

### **PART 2: PERSONAL PROFILE**

Please summarise in no more than 250 words, why you believe you are suited to this position. (You will be able to expand on your experience, competencies and qualifications in Parts C, D and E).

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### **PART 3: EDUCATION & TRAINING**

Based on the Person Specification, please list your education, training, any relevant professional qualifications and membership of professional organisations below.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **SUBJECT** | **AWARDING BODY** | **QUALIFICATION/GRADE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Please add additional rows if required)*

#### PART 4: EMPLOYMENT HISTORY

Starting with your current/most recent employment, **please provide ALL the details requested in each column**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES**  **(START & FINISH)** | **EMPLOYER**  **NAME & ADDRESS** | **JOB TITLE, MAIN RESPONSIBILITIES**  **MAJOR ACHIEVEMENTS** | **FINAL SALARY, REASON FOR LEAVING** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Please add additional rows if required)*

**PART 5: INFORMATION TO SUPPORT YOUR APPLICATION**

Looking at the role profile, please explain how your skills, knowledge and experience meet the requirements of the job role. Additionally, please add any further relevant information to support your application.

**PLEASE LIMIT YOUR RESPONSE TO A MAXIMUM OF ONE PAGE**

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|  |

**PART 6: AVAILABILITY**

1. Please tell us how many hours you would ideally like to work per week:

|  |  |  |  |
| --- | --- | --- | --- |
| *Minimum no. of hours:* |  | *Maximum no. of hours* |  |

1. Please tell us any days of the week when you would not be available to work:

|  |  |
| --- | --- |
| DAY | TICK IF **NOT** AVAILABLE |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |

#### PART 7: REFERENCES

*Please give the names and addresses of two people whom we may contact for a reference. Please note that HideOut Youth Zone reserves the right to contact any of your former employers.*

*References given should cover the last 5 years of your employment. The first of your references must be your present employer. If you are unemployed, this should be your last employer, or if this is your first job, your Headteacher or college tutor. Personal references (e.g. from your GP or friends) are not acceptable*.

|  |  |  |
| --- | --- | --- |
|  | CURRENT EMPLOYER | SECOND REFERENCE |
| Name: |  |  |
| Job title: |  |  |
| Organisation: |  |  |
| Address: |  |  |
| Phone: |  |  |
| Email: |  |  |

|  |  |
| --- | --- |
| How do you know your first referee?  ***(Ideally, they will be your current or most recent Supervisor or Manager)*** |  |
| How do you know your second referee? |  |
| Can we take up your references before interview? |  |

#### PART 8: GENERAL

|  |  |  |
| --- | --- | --- |
| REHABILITATION OF OFFENDERS ACT 1974  *Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about cautions or convictions which for other purposes are ‘spent’ under the provisions of the Act. HideOut Youth Zone has the facility to check for cautions and convictions.* | | |
| Have you at any time been cautioned or convicted of a criminal offence? | |  |
| If ‘Yes’, please give details in strict confidence.  *If completing this form at a job fair, please ask for an envelope so that your application can be sealed.* |  | |
| How did you find out about this position? |  | |
| Do you hold a current full driving licence? |  | |
| How long have you held this licence? |  | |
| Please give details of current endorsements or driving convictions: |  | |
| If appointed, how soon could you join us? |  | |

###### **PART 9: DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm the information given on this form is correct and complete. I acknowledge that misleading statements may be grounds for cancelling any agreements made. I understand that an Enhanced Disclosure will be sought in the event of a successful application. | | | |
| Signed: |  | Date: |  |

If you are sending this form electronically, you will be asked to sign it if you are invited for interview.

**Please save the application as YOUR FULL NAME and submit it by email together with a copy of your up-to-date CV, to** [**recruitment@hideoutyouthzone.org**](mailto:recruitment@hideoutyouthzone.org)**.** Your application can only be considered if you complete every section in full. For information regarding how OnSide youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy>