



# APPLICATION FOR EMPLOYMENT

*Please complete this form electronically or in black ink*

**Please note – this form and the information contained within this form will be held within the guidelines of our Privacy Policy, Data Protection Policy and in line with our Data Retention guidelines.**

## PART A: PERSONAL INFORMATION

Job Reference	
Position applied for	

Family name (block capitals)		Title:	
Preferred name			
Names in full (block capitals)			
Address (including postcode)			
Phone (for us to contact you)			
Email			
Are you eligible to work in the UK?			
National Insurance number			

## PART B: PERSONAL PROFILE

*Please summarise in no more than 120 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.)*

--

## PART C: EDUCATION & TRAINING

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

Date	Subject	Awarding Body	Qualification/Grade

*Please continue on an additional sheet if necessary (or extend table)*

## PART D: EMPLOYMENT HISTORY

*Starting with your current/most recent employment.*

Dates Start & Finish	Employer Name & Address	Job Title, Main Responsibilities Major Achievements	Final Salary, Reason for Leaving

*Please continue on the next page*

*Employment History continued*

Dates Start & Finish	Employer Name & Address	Job Title, Main Responsibilities Major Achievements	Final Salary, Reason for Leaving

## PART E: INFORMATION TO SUPPORT YOUR APPLICATION

*Looking at the Person Specification, please give examples of how you meet the criteria. Examples can be taken from work, volunteering, extra-curricular activities etc. Please also give any further information that is relevant to your application.*

## PART F: REFERENCES

Please give the names and addresses of two people whom we may contact for a reference, although Carlisle 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 (eg. from your GP or friends) are not acceptable.

	CURRENT EMPLOYER	SECOND REFERENCE
Name		
Job title		
Organisation		
Address		
Phone		
Email		

How do you know your second referee?	
Can we take up your references before interview?	Yes No

## PART G: GENERAL

☐

Please tick this box to agree to CYZ to hold this sensitive personal information on you detailed below. Please note – this form and the information contained within this form will be held within the guidelines of our Privacy Policy, Data Protection Policy and in line with our Data Retention guidelines.

REHABILITATION OF OFFENDERS ACT 1974 <i>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 convictions which for other purposes are 'spent' under the provisions of the Act. Carlisle Youth Zone has the facility to check for convictions.</i>	
Have you at any time been convicted of a criminal offence?	
If 'Yes', please give details in strict confidence	
Are you on List 99, disqualified from working with children or subject to sanctions?	
How did you find out about this position?	
Do you hold a current full driving licence?	
For 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 H: DECLARATION

I confirm the information given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand also 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 return this form by email to:** [personnel@carlisleyouthzone.org](mailto:personnel@carlisleyouthzone.org)

**or by post to:** Personnel, Carlisle Youth Zone, Victoria Place, Carlisle. CA1 1LR Tel: 01228 516280

**Please note – if you have not heard from us within 4 weeks please presume your application has been unsuccessful on this occasion.**

## EQUAL OPPORTUNITIES MONITORING FORM

☐ Please tick this box to agree to CYZ to hold this sensitive personal information on you detailed below. Please note – this form and the information contained within this form will be held within the guidelines of our Privacy Policy, Data Protection Policy and in line with our Data Retention guidelines.

Carlisle Youth Zone, as an equal opportunities employer intends that no applicant or employee shall receive less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, disability, age, religion or sexual orientation or be disadvantaged by condition or requirements which cannot be shown to be justifiable.

In order to ensure the effectiveness of the above, in relation to the recruitment and selection of staff, all applicants are requested to complete this form. Only by collecting this information can we progressively assess its performance against the aims and identify areas where improvements should be made.

**This information will not be circulated to the selection panel, but will form part of the personal confidential record of the successful applicant. This form when completed should be returned with the Application Form.**

**Gender** Male ☐ Female ☐ **Marital Status** Single ☐ Married ☐ Divorced ☐ Widowed ☐

Date of Birth	D	M	Y	Age 16-19	20-29	30-39	40-49	50-59	60-65	Over 65

### Ethnic Origins

I would describe my ethnic origin as:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Asian or Asian British – Indian    | <input type="checkbox"/> Asian or Asian British Pakistani |
| <input type="checkbox"/> Black or Black British – African     | <input type="checkbox"/> Black or Black British – Caribbean | <input type="checkbox"/> Black or Black British *         |
| <input type="checkbox"/> Mixed – White and Black African      | <input type="checkbox"/> Mixed – White and Black Caribbean  | <input type="checkbox"/> Asian or Asian British *         |
| <input type="checkbox"/> Mixed – White and Asian              | <input type="checkbox"/> Mixed – any other Black background | <input type="checkbox"/> White British                    |
| <input type="checkbox"/> White Irish                          | <input type="checkbox"/> White - any other background       | <input type="checkbox"/> Chinese                          |
|   |   | <input type="checkbox"/> Other                            |

These descriptions reflect the ethnicity categories used in the National Census

- Any other Black Background

### Disability

Do you consider yourself to have a disability?

☐ Yes

☐ No

**The Disability Discriminations Act 1995 defines a disabled person as ‘a person with a physical or mental impairment which has a substantial long-term effect on day-day activities’.**

Please identify any access needs below:

Please give details of any special facilities or practical arrangements we can make to help you throughout the recruitment process, eg; we would organise a sign language interpreter, or large print computer software (please contact our personnel team to discuss your requirements):

Please also give details of any adjustments that may be required to the workplace or duties and equipment that will help you perform the role: