#### APPLICATION FORM

## **PART A: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Position applied for: | Click or tap here to enter text. |

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

### **PART B: 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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| Click or tap here to enter text. |

### **PART C: 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 |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*Please add additional rows as necessary*

#### PART D: 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 |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*Please add additional rows as necessary*

**PART E: 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.

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| Click or tap here to enter text. |

#### PART F: REFERENCES

*Please give the names and addresses of two people whom we may contact for a reference. Please note that 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 (e.g. from your GP or friends) are not acceptable*.

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| --- | --- | --- |
|  | **CURRENT EMPLOYER** | **SECOND REFERENCE** |
| Name: | Click or tap here to enter text. | Click or tap here to enter text. |
| Job title: | Click or tap here to enter text. | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Who is the first referee to you? (i.e. current Manager) | Click or tap here to enter text. |
| Who is your second referee to you? (i.e. former Manager) | Click or tap here to enter text. |
| Can we take up your references before interview? | Click or tap here to enter text. |

#### PART G: GENERAL

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| --- | --- | --- |
| **REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) ORDER 1975 (2013 and 2020)**  *Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.*  *Carlisle Youth Zone has the facility to check for convictions.* | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | Choose an option. |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Choose an option. | |
| **Should you be invited for interview you will be asked to complete a self-disclosure form.** | | |
| Do you hold a current full driving license? | Choose an option. | |
| How long have you held this license? | Click or tap here to enter text. | |
| Please give details of current endorsements or driving convictions: | Click or tap here to enter text. | |
| If appointed, how soon could you join us? | Click or tap here to enter text. | |
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###### **PART H: DECLARATION**

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| --- | --- | --- | --- |
| 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, 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 include in the subject title the job title of the post you have applied for and your full name. For information regarding how Carlisle Youth Zone processes your data, please click here: www.carlisleyouthzone.org

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