

# APPLICATION FORM



## PART A: PERSONAL INFORMATION

Position applied for:			
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? <i>(Successful candidates will be required to provide documentary evidence before a job offer is confirmed)</i>			
Where did you see the vacancy advertised?			

## 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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## 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

*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

*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.

## 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.

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

Who is the first referee to you? (i.e. current Manager)	
Who is your second referee to you? (i.e. former Manager)	
Can we take up your references before interview?	

## PART G: GENERAL

### 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?	Yes / No
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?	Yes / No
<b>Should you be invited for interview you will be asked to complete a self-disclosure form.</b>	
Do you hold a current full driving license?	
How long have you held this license?	
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. 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](http://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.**