**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Position applying for |  |
| Where did you hear about / see this post advertised? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name (block capitals) |  | Title: |  |
| Preferred first name |  | | |
| Full Home Address (including postcode) |  | | |
| Phone (for us to contact you) |  | | |
| Email: |  | | |
| Do you hold a full UK driving licence? |  | | |

**EDUCATION & TRAINING**

**GENERAL EDUCATION / QUALIFICATIONS** Please give details of relevant education.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Name of School, College or University | Qualification |
| From | To |
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*Please continue on an additional sheet if necessary (or extend tables as required)*

**TRAINING COURSES** Please give details of any other courses attended and qualification, if any, achieved

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| --- | --- | --- |
| Date | Name and place of course | Qualification |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- | --- |
| **Organisation:** | **Membership Status:** | **Membership number:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Please continue on an additional sheet if necessary (or extend tables as required)*

**EMPLOYMENT HISTORY**

Please give any details of jobs you have held starting with your present or most recent employer and work backwards in chronological order. Include in this any periods of Military Service, Registered Unemployment and Temporary/Voluntary Employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Employer’s name, salary and reason for leaving. | Position held, duties, responsibilities |
| From | To |  |  |
|  |  |
| Notice Period: (please state the period of notice required to terminate present employment): | | |  |
| From | To |  |  |
|  |  |
| From | To |  |  |
|  |  |
| From | To |  |  |
|  |  |
| From | To |  |  |
|  |  |
| From | To |  |  |
|  |  |

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

**INFORMATION TO SUPPORT YOUR APPLICATION**

How would you describe yourself as a colleague? (max 100 words)

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| --- |
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Why do you want to work at The Way? (max 100 words)

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Why are you applying for this role? (max 100 words)

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In a perfect world how would young people be treated? (max 200 words)

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This is your chance to really tell us why you will be great for this role. In no more than 750 words, please tell us about yourself making sure you fully address the requirements of the position; full details are provided in the job pack.

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**REFERENCES**

*Please give the names and addresses of two people whom we may contact for a reference, although The Way 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/6th form tutor. Personal references (e.g. from your GP or friends) are not acceptable*.

|  |  |  |  |
| --- | --- | --- | --- |
|  | CURRENT EMPLOYER | | SECOND REFERENCE |
| Name |  | |  |
| Job title |  | |  |
| Organisation |  | |  |
| Address |  | |  |
| Phone |  | |  |
| Email |  | |  |
| Relationship to you |  | |  |
| Can we take up your references before interview? | |  | |

**GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | | | **Yes** | |
| Have you ever been dismissed or given a disciplinary warning from any previous employer? | | | **No**  If yes, please supply details: | |
| Do you have any unspent criminal convictions, cautions, bind-overs or prosecutions pending?  *Please note: The Way asks for information at this stage so we can have a positive conversation to explore the nature of a declared conviction etc to assess whether this could cause barriers within the recruitment process. We seek to balance our openness to support candidates who declare with our commitment to safeguarding young people.* | | | **No**  If yes, please supply details: | |
| **DATA PROTECTION**  We will keep the data obtained from this application form in secure conditions in accordance with General Data Protection Regulations. The information will be used and kept securely by our HR Team and destroyed immediately after a decision has been made. If successful, the information you supply will be kept as part of your employment record. If at any point you have any queries on how your data is stored with the organisation, please contact [recruitment@thewayyouthzone.org](mailto:recruitment@thewayyouthzone.org.) | | | | |
| **DECLARATION BY APPLICANT**  The information I have supplied in this application form and accompanying sheets is complete and correct. I understand that if I provide false or misleading information, I may be disqualified from the selection process or be dismissed if I have been appointed. I agree that the information I have supplied can be stored on computer or held manually as detailed in the section above. I understand also that an Enhanced Disclosure will be sought in the event of a successful application. | | | | |
| **Name**  **(please print):** |  | **Date:** | |  |
| **Signed:** |  | | | |
| 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:** [recruitment@thewayyouthzone.org](mailto:recruitment@thewayyouthzone.org) | | | | |