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|  | APPLICATION FORM IN CONFIDENCE Please return to Clevedon YMCA, Marson Road, Clevedon BS21 7NN or by email to [YMCAadmin@clevedon.ymca.org.uk](mailto:YMCAadmin@clevedon.ymca.org.uk) marked 'confidential job application' |

Please refer to the covering letter, job description and person specification that will have been sent to you with your job pack.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. **CVs will not be considered.** The deadline is 12noon on the closing date for applications and no applications received after this time will be considered.

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| **1. JOB DETAILS**  Post applied for | |
| **2. PERSONAL DETAILS**  Title  Family Name  First Name(s)  *(Underline the name by which you want to be known)* | List below any other names by which you have been known |
| Address      Post Code  Email address (if you may be contacted by email) | Home Telephone  Mobile Telephone  Work Telephone  May we contact you at work?  Yes  No |
|  | National Insurance No. |
| Do you need a Work Permit before you can be employed in this country?  Yes  No  If yes, please give details. | |
| Do you have any disability which may affect your application or employment?  Yes  No  If yes, please give details.  We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you. | |
| If appointed, how soon could you take up the post? | |
| Do you hold a current UK driving licence?  Yes  No  Not required for this post | |

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| **3. RELIGIOUS BELIEFS / AFFILIATION You are not required to complete this Section unless the person specification/advertisement indicates that there is a genuine occupational requirement for the post holder to have a personal commitment to the Christian faith. Please refer to the enclosed Guidelines for further clarification.**  What are your religious beliefs?    If you attend a place of worship, please give details.    If you are involved in Christian-related activities, please give details. |
| **4. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your academic and other relevant qualifications starting with your most recent. |
| Qualifications |
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| *If the post requires specific qualifications you will be required to provide documentary evidence before employment.*  Please describe other learning opportunities relevant to the position, e.g. training courses. |
| Learning Opportunity |
| *(continue on additional sheet if necessary)* |
| **5. PRESENT OR LAST EMPLOYER**  Employer’s name and address    Post held  Date commenced  If left, give date and reason for leaving.  Current/previous salary    Please give a brief description of your duties and responsibilities.    *(continue on additional sheet if necessary)* |

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| **6. PREVIOUS EMPLOYMENT AND EXPERIENCE**  Please give details of previous paid employment over the past 10 years. For each job give date of employment, employer, and duties undertaken, starting with the most recent first (c*ontinue on additional sheet if necessary).* | | | | |
| Dates (month-year, from-to) | Employer | Duties undertaken | | Reason for leaving |
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| Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service). | | | | |
| 7. REFERENCES Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you have not held paid employment before please give an educational referee. If you were known by a different name, please also state this. **No reference will be sought without your consent.** | | | | |
| **Referee 1** Name  Position  Address  Post code  Telephone No.  Email Address  In what capacity does this person know you? | | | **Referee 2** Name  Position  Address  Post code  Telephone No.  Email Address  In what capacity does this person know you? | |

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| **8. SUPPORTING INFORMATION**  Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job. |
| **9. DECLARATION**  I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.  Signed       Date |