APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

*Complete ALL sections in type or black ink and use only A4 size paper as continuation sheets if required.*

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| Job Details | |
| Post applied for: | **Closing Date:** |

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| HOW DID YOU HEAR ABOUT THIS JOB? Please tick your answer | |
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| YMCA Brighton Website | Through a friend |
| Indeed | Other, please specify (optional): |
| Social Media |  |
| Internal |  |

### EQUALITY OF OPPORTUNITY

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

**If you are made an offer of employment with YMCA Brighton, you will be required to:**

* Consent to references being taken up.
* Complete a medical questionnaire and if necessary undergo a medical examination.
* Demonstrate, by producing approved documentation, that you’re entitled to work in the UK.
* You will be required to apply for an Enhanced DBS Disclosure.

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| Personal Details | | |
| **Family name**: | Forename(s): | |
| Pronouns: he/him she/her they/them other (please state): | | |
| Known As: | | |
| Address:  Postcode: | **Home Telephone:**  **Mobile Number:**  **Email**:  **Date of Birth:** | |
| Have you had any previous or do you have any current contact with YMCA Brighton?  Yes NO  If YES, please give details: | | |
| **The Immigration Act 2016**  It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy YMCA Brighton that the Immigration Act 2016 is being complied with. | | |
| Do you require a work permit to work in the UK? | | Yes No |
| National Insurance Number: | | |

**DISABILITY AND ARRANGEMENTS FOR INTERVIEW**

**Please note**: A disability or health problem does not prevent full consideration for employment.

We ask these questions to support positive action in employment for people with disabilities and to ensure full access to interview. This information will be used to enable us to make any reasonable adjustments.

**The Equality Act 2010** defines a person as ‘disabled’ if they have a ‘physical or mental impairment’ that has ‘a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.’

**We offer a guaranteed interview to all candidates with a disability as defined above who meet the essential skills required for this post**.

Please tick this box if you would like your application to be considered under this scheme

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| Medical History or State of HealthThis information will be used to enable us to make any reasonable adjustments |
| **Is there anything concerning your medical history or state of health relevant to this application?** |
| **Would you require any special arrangements if you are invited to interview?** |

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| **FOR OFFICE USE ONLY:**  **CANDIDATE NO:** | **K/A:** | | | |
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| **EDUCATION, TRAINING AND DEVELOPMENT** | | | | |
| **QUALIFICATIONS**  Please list any relevant qualifications you hold, starting with the most recent. We will require you to provide proof of any qualifications stated before we can offer you a post. | | | | |
| **Name of School, College, University, etc.** | | **Dates** | **Subjects studied / Qualifications** | **Results** |
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| **EMPLOYMENT / VOLUNTARY WORK** |

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| Present or Most Recent Employment | |
| Name & address of employer: | |
| Job title: | **Dates employed**: |
| Current or Final salary: | **Period of notice required**: |
| Please give a brief outline of your main responsibilities:  **Reason for Leaving (if appropriate):** | |

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| Previous EmploymentPlease list any employment, part or full time, or voluntary work undertaken within the last 5 years, starting with the most recent first. Continue onto separate sheets if necessary, ensuring your name appears at the top of each additional page. | | | |
| **Dates**  **from/to** | **Name & address of employer** | **Job title and outline of main responsibilities** | **Reason for leaving** |
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| Gaps in EmploymentDetails and dates should be given for any period not accounted for by full-time employment, education *and training,* e.g. unemployment/studies |
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| **Person Specification Criteria** | **Have you got some kind of experience?**  Please tick or cross below  (personal and work; education; training) | **Supporting Information**  Please provide a brief description of how you met the criteria |
| *Example* |  | *–* |
| Ability to report and record information clearly. |  |  |
| Ability to communicate effectively with a varied client group. |  |  |
| Ability to respond appropriately to emergencies or challenging situation if/as they arise. |  |  |
| Ability to work as part of a team e.g. openness, punctuality, flexible approach to duties. |  |  |
| Understanding of the boundaries to worker/client relationship. |  |  |
| Understanding of confidentiality issues. |  |  |
| Understanding of, and commitment to, equal opportunities. |  |  |
| Commitment to training and development. |  |  |
| Some understanding of the issues faced by this client group is desirable. |  |  |
| Ability to attend occasional meetings, training or events that may fall outside usual working hours. |  |  |
| Ability to manage demands of lone/night work. |  |  |
| Experience within a similar field or of reception work is desirable. |  |  |
| Prior experience of night work/unsociable hours. |  |  |

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| The Working Time Regulations 1998 | | | |
| The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 13-week period).  Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere.  All applicants are therefore asked to declare all other employment which you **intend to continue** if successfully appointed to the post applied for. *Please complete and sign either Part 1 or Part 2* | | | |
| Part 1 – No other Employment | | | |
| **I confirm that I do not have any other employment.**  Signature: Print Name: Date: | | | |
| Part 2 – Other Employment | | | |
| **Job title & Organisation** | **Number of hours per week** *including overtime* | **Start time**  *24 hour* | **End time**  *24 hour* |
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| Signature: Print Name: Date: | | | |

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| References | |
| * A minimum of two **different references** are required (you can provide more) * **One of the references must be your current or most recent employer.** * If you have only just finished your education and have little work experience, please **provide an academic reference.** * If the job profile states previous experience of **working with young people or vulnerable adults** is essential, at least one referee must be someone who has directly supervised you in a similar role. * **References will be validated.** Please provide a company/organisation email address where possible | |
| **Referee 1** | **Referee 2** |
| **Name**: | **Name**: |
| **Job title**: | **Job title**: |
| **Name of Organisation**: | **Name of Organisation**: |
| **Address**: | **Address**: |
| **Email** : | **Email**: |
| **Tel No**: | **Tel No**: |
| **How long have you known this person and in what capacity?** | **How long have you known this person and in what capacity?** |

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| DATA PROTECTION AND Declaration | |
| **CRIMINAL CONVICTIONS:**  All roles within YMCA Brighton involve Protection of Freedoms Act 2012 definition of ‘regulated’ activities related to adults, so are exempt from the Rehabilitation of Offenders Act 1974. Successful candidates are required to obtain an enhanced DBS certificate. We will consider both unspent and spent convictions and cautions, but not take into account protected convictions and cautions (old and minor cautions and convictions filtered out by an enhanced DBS check). | |
| **PRIVACY STATEMENT:**  As data controller, YMCA Brighton are collecting your data for recruitment purposes. The GDPR legal basis for processing is contract. Your application will only be shared with colleagues who shortlist and recruit staff.  Your information is managed securely. We retain details of unsuccessful application for 6 months, if appointed, this from will be kept for the duration of employment.  You have the right to rectify, erase, restrict, object and be given your data. If you wish to do this, or if you would like to get a copy of your data or make a complaint, email [generalenquiries@brightonymca.co.uk](mailto:generalenquiries@brightonymca.co.uk). If dissatisfied with how we have managed your data, you can then complain to the [Information Commissioners Office](https://ico.org.uk/make-a-complaint/)  Further information can be found in our [Privacy Notice](https://www.brightonymca.co.uk/privacy-statement/) | |
| **DECLARATION:**  I declare that the information held in this application is complete and correct. I understand that any false or misleading information, or failure to disclose relevant information, may result in my application not being considered, or employment terminated. | |
| **SIGNED** | **DATE** |

Please return completed form and monitoring information to Mithra Thomas, Steine House, 55 Old Steine, Brighton, BN1 1NX or to [recruitment@brightonymca.co.uk](mailto:recruitment@brightonymca.co.uk) Please make sure that you return your application before 5pm on the closing date. We will not normally consider applications received after the closing date has passed.