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**APPLICATION FORM IN CONFIDENCE**

**Please complete this form and return it to: Human Resources, YMCA Birmingham, Harry Watton House, 97 Church Lane, Aston, B6 5UG or via the contact link**

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. Please specifically address the criteria detailed in the Person Specification. **CVs will not be considered.**

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| **1. JOB DETAILS**  Post applied for:       Where did you see this position advertised:  Location:       …………………………………………………………………. | |
| **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  E-mail address | Home Telephone  Mobile Telephone |
| 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 hold a current UK driving licence?  Yes  No | |
| **3. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your qualifications starting with the most recent, stating dates and level achieved. | |
| Qualifications: | |
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| Qualifications continued….. |
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| *If the post requires specific qualifications, you will be required to provide documentary evidence before employment.* |
| **4. PRESENT OR MOST RECENT EMPLOYER**  Employer’s name and address    Post held / Job Title  Date commenced  If left, give date and reason for leaving  Please give a brief description of your duties and responsibilities  *(continue on additional sheet if necessary)*  **Notice period required by present employer:** |

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| **5. PREVIOUS EMPLOYMENT AND EXPERIENCE**  Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken, starting with the most recent first, remembering to explain any gaps in employment history. | | | | |
| Dates (month-year, from-to) | Employer | | Job Title & Duties undertaken | Reason for leaving |
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| **6. REFERENCES**  We require references to that cover your last 3-year employment history. Please give the name and contact details of referees (an email address), one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent** | | | | |
| **Referee 1** Name  Company  Position  Email Address  Postal Address  Post code  In what capacity does this person know you? | | **Referee 2** Name  Company  Position  Email Address  Postal Address  Post code  In what capacity does this person know you? | | |
| **Referee 3** Name  Company  Position  Email Address  Postal Address  Post code  In what capacity does this person know you? | | **Referee 4** Name  Company  Position  Email Address  Postal Address  Post code  In what capacity does this person know you? | | |
| **7. 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. | | | | |

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| **SUPPORTING INFORMATION CONTINUED….** |
| **8. 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 |
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**Please continue to complete the Equal Opportunities form and Declaration of Criminal Background Information form. Applications received without these following forms will not be considered as completed applications and will not be considered for shortlisting.**

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| **EQUAL OPPORTUNITIES POLICY MONITORING FORM** |

**The YMCA is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.**

To help us monitor our equal opportunity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure, it is used only for monitoring purposes. This sheet will be separated from your application form before shortlisting.

Name ………………………………………………………………………

Post applied for**:** …………………………………………………….

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| **Please tick the appropriate box:** |
| **Gender** Male  Female |
| **Age Range** 16-20  21-30  31-40  41-50  60 and over |
| 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. |
| **What is your ethnic group?**  **Please choose ONE section from A to D, then tick the appropriate box to indicate your background**  **A White**  English  Scottish    Welsh  Irish  Any other White background, please write in ………………………. B Mixed White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in ……………………….  **C** **Asian**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please write in ………………………..  **D Black**  Caribbean  African  Any other Black background, please write in …………………………  I understand that this information may be stored and processed as part of the YMCA’s monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose  Signature………………………………… Date ………………….. |
| **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 |

**Declaration of Criminal Background Information.**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Therefore, consider the role that you are applying for and provide the relevant details below. All information provided is kept confidential and will only be shared with the HR department and relevant recruitment panel members.

If the post you are applying for is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.

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| Full Name: |  |
| Post Applied for: |  |
| 1. Have you ever been received any convictions, cautions, warnings or bind-overs?   Yes  No  If yes, please provide details of offences including dates: | |
| 1. Have you ever been disqualified from working with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?   Yes  No  If yes, please provide details of disqualification/sanctions including dates: | |
| 1. Are you registered with the Disclosure and Barring Service (DBS) Update Service?   Yes  No  If yes: please provide date of registration ……………………………………………………….  If No: please note – All YMCA Birmingham staff are expected to register to the DBS update service once an offer of employment has been made. | |
| 1. **Please sign the following declaration and return your full application form to the Recruitment Team. Failure to complete this declaration will result in your application being withdrawn.**   I confirm that the information I have given on this form is correct and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment is subject to a further DBS status check in line with YMCA Birmingham Recruitment Policy and Procedures.  I declare, I am not on the DBS Barred List and that I will notify YMCA Birmingham immediately if I do become barred in the future.  Signed……………………………………………………………………. Date…………………………………………………  Name…………………………………………………………………….. | |