**Guidance notes**

Your written application is our only basis for shortlisting for an interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know to assess you properly for the job.

The following suggestions will help you do this.

* The **skills and competence** page of the application form refers to the main responsibilities in your current and previous job. You should also describe any skills you have gained that are relevant to the job for which you will be applying. If you are a school or college leaver who has little work experience, do tell us about your school or college courses – we’re interested.
* A **job description** is included with your application form. It will tell you more about the skills and qualities we seek. To complete your application effectively, you should say how you meet the person specification, using examples from previous jobs or courses. Telling us about your abilities will help us make a better decision when selecting candidates for an interview.
* Please ensure your application form is clearly legible and written/typed in black ink. This helps us if we need to photocopy it.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making Disclosure and Barring Service (DBS) checks for certain jobs, and so on. When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

|  |  |
| --- | --- |
| **Job applied for:** |  |
| **Reference No:** |  |
| Please state where you saw this job advertised: | |
| **Closing Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Personal Details:** | | |
| **Title/preferred form of address  (e.g. Ms, Mr, Dr, etc.):** | |  |
| **Surname:** |  | |
| **First names:** |  | |
| **Address:** | | **Postcode:** |
| **Home telephone:** |  | |
| **Work telephone:** |  | |
| **Mobile telephone:** |  | |
| **Email:** |  | |
| **Please quote your National Insurance No:** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education and Training:** | | | | |
| **School, College. University.** | **Dates month/year:** | **Qualifications:** | | **Dates:** |
| **Subject:** | **Grades:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **You may be required to provide evidence of qualifications if asked to interview.** | | | | |
| Please specify any relevant training you have received, or course attended (give dates): | | | | |
| Are you a member of any professional organisation? Give status and dates: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment History** (please continue on a separate sheet if necessary): | | | | |
| **Employer’s name and address (current or most recent job first):** | **Job title:** | **Dates – month and year:** | | **Reason for leaving:** |
| **From:** | **To:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please state your current or most recent salary:** | | |  | |
| **Breaks in employment:** | | | | |
| Please indicate nature/reason(s) for any breaks in employment including relevant dates: | | | | |

|  |  |
| --- | --- |
| **References:** | |
| Please provide at least two referees covering at least the past three years. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted before an offer of employment is confirmed. | |
| **Current/most recent employer:** | **Second referee:** |
| Name: | Name: |
| Job title of referee: | Job title of referee: |
| Address: | Address: |
| Email: | Email: |
| Tel. No: | Tel. No: |
| Dates of employment (from/to): | Dates of employment (from/to): |
| In what capacity do you know this person? | In what capacity do you know this person? |
| May we approach them at this stage?  □ Yes □ No | May we approach them at this stage?  □ Yes □ No |
| **Skills and Competence:** | |
| This section provides an opportunity for you to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification ensuring that you highlight any information that demonstrates your suitability for the position. Think carefully about how you meet the job requirements considering your achievements and skills gained in paid and/ or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applications. **Please ensure that you limit your supporting statement to the equivalent of two A4 pages.** | |

|  |
| --- |
| **Skills and Competence:** |
| *Continue on a separate sheet if necessary.* |

|  |  |
| --- | --- |
| **Further Information:** | |
| What period of notice is required by your present employer? | |
| Are you related to, or have a close relationship with, any officer or member of Youth Action Alliance? E.g., Partner, spouse, other relative?  If so, please state the name and nature of this relationship: | □ Yes □ No |
| **Eligibility to Work:** | |
| Are there any restrictions affecting your ability to take up employment in the UK? | □ Yes □ No |
| If yes, please give details: | |
| **You will need to provide the relevant documentation to confirm your eligibility work in the UK at the interview.** | |

|  |  |
| --- | --- |
| **Further Information:** | |
| The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed. | |
| **Signed:** |  |
| **Date:** |  |

**Monitoring Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recruitment Monitoring:** | | | |
| Youth Action Alliance promotes equality. In order to monitor this, please answer the following questions and complete the declaration at the bottom of the page.  Please **mark the box with an X, against the group** in the following list that best applies to you. | | | |
| **White**  1. British:  2. Irish:  3. Other European:  4. Any other white background: | □  □  □  □ | **Asian or Asian British**  1. African Indian:  2. Indian:  3. Pakistani:  4. Bangladeshi:  5. Any other Asian background: | □  □  □  □  □ |
| **Mixed**  1. White and Black Caribbean:  2. White and Black African:  3. White and Asian:  4. Any other mixed background: | □  □  □  □ | **Any other group**  1. Moroccan Arab:  2. Other Arab:  3. Chinese:  4. Filipino:  5. Somalian:  6. Any other ethnic background: | □  □  □  □  □  □ |
| **Black or Black British**  1. Caribbean:  2. African:  3. Any other black background: | □  □  □ |  |  |
| Date of birth: | Please indicate your sex: □ Male □ Female  □ Other □ Prefer not to say | | |
| Do you consider yourself disabled? □ Yes □ No | | | |

|  |  |
| --- | --- |
| **I give consent for Youth Action Alliance to process the above personal information, in accordance with the Data Protection Act.** | |
| **Full Name** (please print in block capitals) : |  |
| **Signed:** |  |
| **Date:** |  |