



APPLICATION PACK

All completed applications should be emailed to:
lal@ymcahornsey.org.uk
Closing date: 12 Noon Friday 24th September

Confidential Application Form

Please refer to the guidance notes in the application pack before completing this application form. Once completed email it to lal@ymcahornsey.org.uk or post it to Lea Tofield, Hornsey YMCA , 184 Tottenham Lane, London N8 8SG, marked as Private and Confidential. Please use black ink or typescript. We do not accept CV.

Position applied for:	Job Reference Number:
Where did you see this post advertised?	

Personal Details	
Surname:	Forename:
Address:	Mobile Tel: Home Tel:
Post Code:	Work Tel:
May we call you at work?	Yes No
Email Address:	

Current/Most Recent Employment	
Job Title:	Reason for Leaving:
Start Date:	Current Salary:
Date Left:	

Employers Address: Telephone/Fax Numbers:	
Provide a description of current duties and responsibilities	
Please give details of church attended and any office or role in the church	

Previous Employment

Please give details of your previous employment starting with the most recent. You must ensure you account for any gaps in your employment history.

If you have no previous employment history, you can use experience and knowledge gained from educational environments, voluntary work, leisure interests and any other activities you consider relevant to this position.

Dates: From	To	Name of Employer	Job Title and Brief Description of Duties

Education, Training and Qualifications

Please give details of educational qualifications you have obtained from school, college or university. Short listed candidates will be expected to provide proof of qualifications obtained.

Dates From	To	School, College or University	Examinations taken or to be taken (with dates) and qualifications obtained

Training and Development

Membership of Professional Bodies/Professional Qualifications

Name of Body/Qualification	Class/Grade of Membership	Date Obtained

Medical Details

Do you have any medical condition, which may affect your work?	
If you have previous employment history, please indicate your absence from work through sickness in the last 2 years:	Number of Days:
Do you have any disability? Yes No	If yes, please state:

Immigration

Do you require a work permit to work in the UK?	Yes	No
If 'Yes' please give details:		

SUPPORTING STATEMENT

In this section, please outline your skills, knowledge and attributes that meet the required level of competency as outlined in the Person Specification. It is important you tell us what you have done. You should draw on your experience from your current or previous roles or from other relevant situations, such as activities outside work. Please use maximum of 2 A4 size paper.

Referees

We will always take up the employment references from your current or most recent employer if you have one. Please provide the employers name and address and the name and address of the person who is authorized to give the reference (not a work colleague). Please also give the name and address of another person willing to act as a referee. This could be another employer or someone best able to write a reference in support of your application. You should not provide names of friends or relatives.

Reference One	Reference Two
Company Name:	Company Name:
Address:	Address:
Referee's Name:	Referee's Name:
Job Title:	Job Title:
Relationship:	Relationship:
Tel No:	Tel No:
Fax No:	Fax No:
Email:	Email:

Declaration

I confirm that the information provided on this application form is true and correct and that the information may be used for registration purposes under the Data Protection Act 1998. I understand that the nominated referees will be contacted if my application is successful. I understand that deliberately giving false or incomplete answers, canvassing of any staff of the Association, would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

Signature of Applicant: _____ Date: _____

Criminal Convictions

This declaration must be completed as YMCA Hornsey is entitled to ask exempted questions relating to the Rehabilitation of Offenders Act 1974. This sheet will be removed from the application form and will only be accessible to Human Resources Department and to the Chair of the recruitment panel. If you are selected for interview, the interview panel chair person will go through it with you.

Having a criminal conviction does not exclude you from employment. All such information you provide below will be completely confidential and will be considered only in relation to your application for the post.

Please give details of any existing convictions or pending criminal proceedings:

Date:	Conviction or Pending Criminal Proceedings:

I declare that I have no convictions that have not been declared, and understand that failing to provide such information could lead to termination of employment.

Signature of Applicant: _____ Date: _____

Please Print Name: _____

Equal Opportunities Monitoring Form

YMCA Hornsey is an equal opportunities employer, and operates a monitoring procedure to record the sex and ethnic origin of all job applicants. We use the information provided to check our recruitment and selection processes which ensures that no group is at a disadvantage, either directly or indirectly.

The information you provide will be treated in the strictest confidence, and will not affect your application.

GENDER	MALE	FEMALE
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I would describe myself as being of the following ethnic origin (please circle)

White British	Irish	White & Black Caribbean	White & Black African
Asian or Asian British	Indian	Pakistani	Bangladeshi
Black or Black British	Caribbean	African	Other
Chinese	Other		

Do you consider yourself to have a disability? Yes No
 If 'Yes', please give details, including any assistance required at interview.

Date of Birth:	Decline to state?:
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