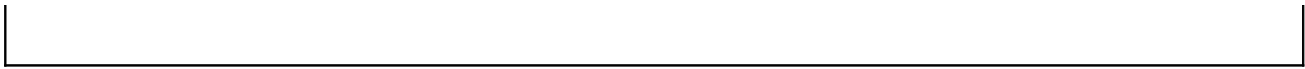


Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CVs will not be considered.**

|   |   |
|---|---|
| <b>1. JOB DETAILS</b>   |   |
| Post applied for :  | Location  |
| <b>2. PERSONAL DETAILS</b>  |   |
| Title                      Family Name  | List below any other names by which you have been known |
| First Names<br><br>(Underline the name by which you want to be known)   |   |
| Address   | Home Telephone  |
|   | Mobile Telephone  |
|   | Work Telephone  |
| Post Code   | May we contact you at work? Yes / No                    |
| E mail address (if you may be contacted by E mail)  |   |
| National Insurance No:  |   |
| <b>Do you need a Work Permit before you can be employed in this country?</b> Yes / No<br>If yes, please give details  |   |
| <b>Have you ever been convicted of a criminal offence?</b> Yes / No<br>(Certain positions are exempt from the Rehabilitation of Offenders Act 1974, and require you to declare all offences including 'spent').   |   |
| <b>Do you have any disability, which may affect your application or employment?</b> Yes / No<br>If yes, please give details<br><br>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. |   |
| <b>Can you tell us how many days sickness you have taken within the last 2 years</b>  |   |
| <b>Please tell us if there are any dates when you will not be available for interview</b>   |   |
| <b>If appointed, how soon could you take up the post?</b>   |   |
| <b>Have you had any previous contact, or do you have any current contact, with the YMCA?</b> Yes / No<br>If yes, please give details  |   |
| <b>Do you hold a current UK driving licence?</b> Yes / No / Not required for this post  |   |



**3. EDUCATION, TRAINING AND DEVELOPMENT**

Please list your academic and other relevant qualifications, starting with the most recent.

*If the post requires specific qualifications you will be required to provide documentary evidence before employment.*

Please describe other relevant learning opportunities eg training courses

*(continue on additional sheet if necessary)*

**4. PRESENT OR LAST EMPLOYER**

Employer's name and address

.....  
.....  
.....

Job title.....

Duties and responsibilities.....

.....  
.....

Rate of pay.....

Date employed: from.....

to.....

Reason for leaving.....

**No approach will be made to your present employer before an offer of employment is made to you.**

**5. PREVIOUS EMPLOYMENT AND EXPERIENCE**

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs.

(continue on additional sheet if necessary)

**Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service).**

(continue on additional sheet if

necessary)

**6. SUPPORTING INFORMATION**

Please detail how you meet the person specification for this post, providing examples from work, voluntary or life experiences, stating why you are applying for this job and the reasons you would be particularly suited to it.

(continue on additional sheet if

necessary)

**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 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

In what capacity does this person know you?

**Referee 2**

Name

Position

Address

Post code

Telephone No.

Email

In what capacity does this person know you?

**8. DECLARATION** I confirm that to the best of my knowledge the information that I have provided on this form is correct and complete. I accept that providing deliberately false or misleading information could result in my dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Return to: Hornsey YMCA, 184 Tottenham Lane, London, N8 8SG