
#### APPLICATION FORM

## IN CONFIDENCE

**Please complete this form in black ink or type.**

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. CV’s will not be considered.

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| 1 JOB DETAILS Post applied for: *This post is exempt under the Rehabilitation of Offenders Act Exemption Orders (1975) and is subject to PVG*  |
| 2 PERSONAL DETAILSSurname: First name: |
| AddressPostcode | TelephoneHomeWorkMay we contact you there? **YES/NO**Email  |
| Do you need a Work Permit before you can be employed in this country? **YES/NO**If yes, please give details |
| If appointed, when could you take up the position?If you are currently employed, what notice period are you required to give? |
| Have you had any previous contact, or do you have any current contact with the YMCA? **YES/NO**If yes, please give details |
| Do you hold a current UK driving licence? **YES/NO/Not required for this post** |
| 3 EDUCATION, TRAINING AND DEVELOPMENTPlease list your academic and relevant qualifications, and dates passedQualifications Date *(month/year)* |
| Please describe other relevant learning opportunities, e.g. training coursesLearning Opportunity Date *(month/year)* |
| 4 PRESENT OR LAST EMPLOYEREmployer’s name and addressPost HeldDate commenced (and left, if appropriate)Please give a brief description of your duties and responsibilities |

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| 5 PREVIOUS EMPLOYMENT AND EXPERIENCEPlease give details of previous paid and voluntary employment. For each job, detail dates of employment, employer and duties undertaken, starting with the most recentDates Employer Duties undertaken*(month/year, from-to)**(continue on additional sheet if necessary)* |
| Please give details of any relevant skills/experience gained outside employment |
| 6 REFERENCESPlease 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 position. If you were known by a different name, please also state this. **No reference will be sought without your consent** |
| Referee 1NamePositionAddressPostcodeTelephone NoIn what capacity does this person know you? | Referee 2NamePositionAddressPostcodeTelephone NoIn what capacity does this person know you? |
| 7 SUPPORTING INFORMATIONPlease detail how you meet the person specification for this position, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this position*(continue on additional sheet if necessary)* |
| 8 DECLARATIONI 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 agreement made, or offer of employment |
| SIGNED*(Please use first name initial only)*DATE |  |  |
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**Please return your completed application to: Mike Kerracher, Association Manager, YMCA Edinburgh SCIO, 1 Junction Place, Edinburgh, EH6 5JA or email it to mike.kerracher@ymcaedinburgh.com**