#### 

#### 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.

|  |  |
| --- | --- |
| 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 DETAILS Surname: First name: | |
| Address  Postcode | Telephone  Home  Work  May 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 DEVELOPMENT Please list your academic and relevant qualifications, and dates passed  Qualifications Date *(month/year)* | |
| Please describe other relevant learning opportunities, e.g. training courses  Learning Opportunity Date *(month/year)* | |
| 4 PRESENT OR LAST EMPLOYER Employer’s name and address  Post Held  Date commenced (and left, if appropriate)  Please give a brief description of your duties and responsibilities | |

|  |  |  |  |
| --- | --- | --- | --- |
| 5 PREVIOUS EMPLOYMENT AND EXPERIENCE Please give details of previous paid and voluntary employment. For each job, detail dates of employment, employer and duties undertaken, starting with the most recent  Dates 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 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 position. 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  Postcode  Telephone No  In what capacity does this person know you? | | Referee 2 Name  Position  Address  Postcode  Telephone No  In what capacity does this person know you? | |
| 7 SUPPORTING INFORMATION Please 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 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 agreement made, or offer of employment | | | |
| SIGNED*(Please use first name initial only)*DATE |  | |  |
|  | |
|  | |

**Please return your completed application by 5pm on Wednesday 9th December via email to: Mike Kerracher (Association Manager) - mike.kerracher@ymcaedinburgh.com**