  
**STRICTLY CONFIDENTIAL**

# APPLICATION FORM

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Thank you for applying to The Junction. Please complete this application form in black ink (typed or written), and ensure all pages are submitted. CV’s will not be accepted in lieu of a completed application form.

Personal details such as name, address & age have been intentionally omitted from this application form. This is to ensure that your application will be short listed only on the basis of your experience, skills & qualifications relevant to the above post.

Your application will be identified by the number at the top of this form. Please ensure that you fill in **YOUR PERSONAL DETAILS & APPLICANTS DECLARATION FORM, THE ENHANCED DISCLOSURE CONSENT FORM** (**separate document)** and, if you choose, **THE EQUAL OPPORTUNITIES MONITORING FORM (separate document)**.

All applications will be examined after the closing date when the selection panel will short list applicants for interview.

Please do not write your name on any additional sheets you attach to your application, we will identify them by using your **applicant ref number, which we will assign of receipt of your application.**

**Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Employment details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & address of last or current employer:** | | | | |
| **Telephone contact number** |  | | | |
| **Job title** |  | | | |
| **Salary details** |  | | | |
| **Dates employed** | **From** |  | **To** |  |
| **Give a brief description of your duties:** | | | | |

## **Employment continued:**

Please list all relevant paid experience

|  |  |  |
| --- | --- | --- |
| **Employer** | **Post held & main duties** | **Dates** |
| **Paid** | | |
|  |  |  |

## **Employment continued:**

Please list all relevant unpaid voluntary experience

|  |  |  |
| --- | --- | --- |
| **Non-paid / voluntary** | | |
|  |  |  |

## **Relevant qualifications / training**

Please list below relevant qualifications obtained (use continuation sheet if necessary). Evidence of qualifications will be required before appointment

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **School/University** | **Grade** | **Date** |
|  |  |  |  |

Please list below any courses/seminars attended which are relevant

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/seminar** | **Course Facilitator** | **Duration** | **Date** |
|  |  |  |  |

Please list any current courses of study

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Course Facilitator** | **Duration** | **Date** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Other languages** | |
| **Spoken** |  |
| **Written** |  |

**Do you hold a current driving licence?** Yes No

**Application questions**

|  |
| --- |
| **What has motivated you to apply for this role at The Junction? (max. 200 words)** |
|  |

|  |
| --- |
| **Please describe current level of IT and computer skills** |
|  |

**Supporting Statement**

State below the qualities and experience you consider make you a suitable applicant for this post. Please ensure your statement demonstrates how your skills and experience address the criteria laid out in the PERSON SPECIFICATION.

A typed statement can be attached to this page.

|  |
| --- |
|  |

**Reasonable Adjustments**

|  |
| --- |
| **We want to ensure applicants are able to perform at their best throughout all stages of the recruitment process. Please use box below to make us aware of any reasonable adjustments you need to support you in this process.** |
|  |

**If you have any informal queries, please email** [**info@the-junction.org**](mailto:info@the-junction.org)

**Please return your completed application form marked CONFIDENTIAL**

**by email to** [**info@the-junction.org**](mailto:info@the-junction.org)

**STRICTLY CONFIDENTIAL**

**The Junction - Young People, Health & Wellbeing**

**Personal details and references form**

**Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name** |  | | | |
| **Home address** |  | | | |
| **Postcode** |  | | | |
| **Email address** |  | | | |
| **Telephone** | **Daytime** |  | **Evening** |  |
| **Date of birth** |  | | | |

# References

Please give the names and contact details of two referees who know you well & can provide reliable information about your experience/skills/qualifications which make you suitable for the post. One of the two must be your present or last employer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Referee 1: present or last employer** | | | **Referee 2:** | | |
| **Name** |  | | **Name** |  | |
| **Address** |  | | **Address** |  | |
| **Email address** |  | | **Email address** |  | |
| **Contact number** |  | | **Contact number** |  | |
| **Occupation** |  | | **Occupation** |  | |
| **Relationship to you** |  | | **Relationship to you** |  | |
| **May we approach before interview?** | Yes | No | **May we approach before interview?** | Yes | No |
|  |  |  |  |  |  |

# 

# **Applicant’s Declaration**

I declare that to the best of my knowledge and belief the information I have given on the application form is true. I confirm to the best of my knowledge there are no reasons which would prevent me from undertaking the duties of this post. I understand that to have knowingly given false information could lead to the withdrawal of any offer of employment or may result in dismissal if employment has commenced,

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_