

JOB APPLICATION – CONFIDENTIAL**Return by:** 12:00 Noon on Friday 5th August 2022**Interviews:** 15th August 2022**Position Applied for:** Youth Worker**PERSONAL DETAILS**

FIRST NAME _____

SURNAME _____

ADDRESS _____

TOWN _____

COUNTY _____

POST CODE _____

PHONE NUMBER _____

EMAIL ADDRESS _____

QUALIFICATIONS

What formal Educational Vocational/Professional qualifications do you have?

Dates	Details (including name(s) of institutions)

TRAINING

What Training courses have you completed that are relevant to this post?

Dates	Details (including name(s) of institutions)

PRESENT OR MOST RECENT EMPLOYMENT

NAME OF EMPLOYER:

NATURE OF BUSINESS:

POSITION HELD:

FORM

TO

PERIOD OF NOTICE

SALARY:

REASON FOR LEAVING/
WANTING TO LEAVE:

BRIEF DESCRIPTION OF DUTIES:

LEGAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes

No

If you have answered **yes**, you now have **two** options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Option 2: You can confirm that you do have a criminal record on this form (tick Yes) and then, if you are shortlisted for interview, you will be contacted by a manager to disclose the details. If you are subsequently selected for an interview, you will be asked to bring with you a letter giving full details of your offences and dates of convictions. Do you want to use this Option? **Yes / No**

DECLARATION

I declare that the information provided on this form is correct and complete. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Connection Support. **Failure to Disclose Offences will lead to a withdrawal of an offer of employment or dismissal if already appointed.**

Signed:

Date:

REFERENCES

Please give the names and addresses of two **business** references, one of whom should be your present or most recent employer, state their position and their relationship/connection to yourself. If you are unable to provide business references, please provide details of other professionals who have had recent contact with you and are able to vouch for you personally.

	Reference 1		Reference 2
NAME		NAME	
ADDRESS	_____	ADDRESS	_____
	_____		_____
	_____		_____
POST CODE	_____	POST CODE	_____
	_____		_____
POSITION	_____	POSITION	_____
	_____		_____
RELATIONSHIP	_____	RELATIONSHIP	_____
	_____		_____
TELEPHONE	_____	TELEPHONE	_____
	_____		_____
EMAIL ADDRESS	_____	EMAIL ADDRESS	_____

Please note that we will not approach your referees without your prior permission, but we will take up references before or after an interview.

PRESENT APPLICATION

Please state why you are applying for this post and what you feel you can bring to the job and to the organisation.

PLEASE STATE WHERE YOU SAW THIS POSITION ADVERTISED:

I CONFIRM THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE.

PLEASE NOTE - if any information given by you in this application are found to be false or you wilfully omit or suppress any materials facts, you may be liable to dismissal. By signing this, you are accepting that dismissal in such circumstances would be fair and reasonable.

NOTE: For positions where a DBS Disclosure is required, in the event of a successful application, you will be required to apply for a Disclosure.

SIGNED – APPLICANT

DATE

