

**APPLICATION FORM**

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

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| 1. JOB DETAILS   Post applied for:  Location:  How did you hear of this vacancy? | | | | |
| 1. PERSONAL DETAILS   Family Name:  First Name(s):  Known by name if different from above:  National Insurance No: | | | List below any other names by which you have been known: | |
| Address:  Email address: | | | Home Telephone:  Mobile Telephone:  Work Telephone:  May we contact you at work? Yes / No | |
| Are you related to any Staff or Board Member of Ripon YMCA? Yes / No  If yes please give details: | | | | |
| Do you need a work permit before you can be employed in this country? | | | | |
| Do you have any disability which may affect your application or employment?  If yes, please give details:  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. | | | | |
| If appointed, how soon could you take up the post? What is your current notice period? | | | | |
| Do you hold a current driving license? Do you have access to a car for work purposes? | | | | |
| 1. EDUCATION, TRAINING AND DEVELOPMENT   Please list your academic and other relevant qualifications starting with your most recent. Please identify the level of qualification and the date achieved. | | | | |
| Please describe other learning opportunities relevant to the position, e.g. training courses. | | | | |
| 1. PRESENT OR LAST EMPLOYER   Employer’s name and address:  Post held:  Current salary:  Date commenced:  Please give a brief description of your duties and responsibilities: | | | | |
| 1. PREVIOUS EMPLOYMENT AND EXPERIENCE   Please give details of previous paid employment. For each job provide dates of employment, employer and duties undertaken starting with the most recent first. | | | | |
| Dates (month/year) | Employer | Duties undertaken | | Reason for leaving |
|  |  |  | |  |
| Additional voluntary positions: | | | | |
| 1. 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.  Do you give your consent for the YMCA to contact your referees prior to the interview?  Yes / No | | | | |
| Referee 1  Name:  Position:  Address:  Telephone No:  Email:  In what capacity do you this person? | | | Referee 2  Name:  Position:  Address:  Telephone No:  Email:  In what capacity do you this person? | |
| 1. SUPPORTING INFORMATION   Please look at the Job Description and Person Specification carefully. In this section please tell us how your skills, experience and attitudes relate to the role. Please provide detail with examples, and remain within 2 pages of A4.  If you don’t provide sufficient detail here its unlikely that we will invite you for interview. This is the place where you can tell us why you would be the best candidate for the role.  Please note: If the advert gives options or variable hours, please state your preferred option. For example if the role says from 28 to 37 hours – you can state that you wish to work a 30 hour week. | | | | |
| 1. CONVICTIONS   Our posts are exempt from the Rehabilitation of Offenders Act. All exempt posts are subject to criminal record checks via the Disclosure Barring Service. Please state any convictions you have had for criminal offences. Having a criminal record may not prevent you from working with us.  Do you have a criminal conviction? Please delete as appropriate: Yes / No  If Yes please complete a separate sheet providing details of dates, offences and sentences and then send to us in a sealed envelope, marked with your name and “Private and Confidential”. | | | | |
| 1. ASYLUM AND IMMIGRATION ACT   Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff has the right to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK. If you are invited for an interview, you will be asked to provide evidence of your eligibility.  I confirm that I am entitled to live and work in the United Kingdom and have the relevant documentation to evidence this (e.g. original birth certificate/UK Passport). Please delete as appropriate: Yes / No | | | | |
| 1. DECLARATION   To the best of my knowledge, there is no reason why I would not be able to carry out the tasks fully described in this post. I confirm that the information I have provided on this form is precise and complete. I understand that misleading statements may be sufficient grounds for dismissal.  Signed: Date:  If returning this form by email you may be asked to sign this declaration if interviewed. | | | | |

**Please return this application by email or post:**

**Imogen Moore, 5 Water Skellgate, Ripon, HG4 1BQ**

**info@riponymca.org**

*Please read our privacy notice which explains what we do with your data and information.*

**Equal Opportunities Monitoring**

*The YMCA is an Equal Opportunities Employer. We are committed to the active promotion of equal opportunities, both in the provision of service and as an employer of paid and unpaid workers.*

*To help us monitor our equal opportunities in recruitment and selection you are requested to complete the following questionnaire. The information you provide does not form part of the selection procedure, it is only used for monitoring purposes.*

*Post applied for………………………………………….*

*Please tick the appropriate box*

*Gender male female*

*Age range*

*up to 25 26-35 36-45 46-55 56 and over*

Marital status: ………………………………….

Number of dependants: ………………………..

Would you describe yourself as having a disability?

What is your ethnic group?

I understand that this information may be stored and processed as part of the YMCA’s equal opportunities monitoring and recruitment procedure and give my consent for my details to be used for this purpose.

**Signature: Date:**