




INVESTOR IN PEOPLE

North Road, ST HELENS, Merseyside, WA10 2TJ

Application Form

Please complete in **block capitals** and return in the envelope provided. The information supplied on this application form will be treated as strictly confidential and will be used only for the purposes of personnel administration

Please note that only the information given in this form will be considered in determining whether or not you will be called for interview. **CVs will not be considered.**

1. JOB DETAILS Post applying for:		Location: North Road St Helens Merseyside	
2. PERSONAL DETAILS		First name(s) <i>underline the name you are usually known by</i>	
Title Surname		Any previous surname(s)	
Address		Tel. NoDaytime <i>May we contact you there?</i> Yes/ No	
Post Code		Tel. No Other times	
Email:		National Insurance No:	
Do you have the right to take up employment in the UK?		Yes/No	
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?		Yes/No	
Did you see the vacancy advertised?		Yes/No	
<i>If Yes please state where. If No how did you find out about the vacancy?</i>			
If you have been interviewed previously by YMCA St Helens please state for which posts and when.			
Or have you been employed by us?		Yes/No	
Please state any dates you are not available for interview			
If the opportunity arose for you to work part time or on a job share basis would you be prepared to consider it?		Yes/No	
If offered this position will you continue to work in any other capacity (including volunteering)?		Yes/No	
<i>If Yes please give details.</i>			
Do you know anyone currently working/volunteering/involved with YMCA St Helens		Yes/No	
<i>If Yes in what capacity?</i>			
Do you have any health or disability problems that might affect your application or the way in which you would attend an interview?		Yes/No	
The YMCA is an Equal Opportunity Employer. To help us monitor our policy, there is a questionnaire included with this form. You need not answer it if you do not wish to. It will be removed from this application before interview, and it is for recording purposes only.			
		YMCA St Helens practices Equal Opportunities and is positive about employing persons who might have a disability or health problem. In certain circumstances it may be possible to adapt or alter premises to suit someone with disabilities. We also ask this question to enable us to consider any adjustments that we could make to our recruitment procedures and arrangements to assist you in your application. This is why we need the fullest possible details.	

Do you hold a valid UK driving licence?		Yes/No
Do you have regular use of a vehicle?		Yes/No
<i>If this job does not require you to drive you are not obliged to complete this section</i>		
3. RELIGIOUS BELIEFS/AFFILIATION What are your religious beliefs?		If you attend a local place of worship, please give details.
If you are involved in Christian related activities, please give details:		
4. EDUCATION, TRAINING & DEVELOPMENT		
Secondary Schools <i>continue on a separate sheet if necessary</i>		
Dates In Full		Names of Secondary Schools attended
From	To	Qualifications taken and grades achieved
Further and Higher Education		
Dates		Names of Colleges attended
From	To	Subjects Studied
Qualifications taken and grades		
Other Relevant Training & Learning Opportunities - Technical, Professional or Occupational		
Type of Training	Subjects Studied	College/Company
Qualifications Gained & When		
You will be required to produce any certificates obtained		

5. CRIMINAL CONVICTIONS

Please give details of any unspent convictions

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6. PRESENT OR LAST EMPLOYER	
Employers Name & Address	
Post held	
Date commenced (& left, if appropriate) (Full dates)	
Please give a brief description of your duties & responsibilities	
Reason for leaving	

Employers Name & Address

Post held

Date commenced (& left, if appropriate) (**Full dates**)

Please give a brief description of your duties & responsibilities

Reason for leaving

7. PREVIOUS EMPLOYMENT AND EXPERIENCE
Please give details of previous paid and voluntary employment. For each job, details of employment, and duties undertaken, starting with the most recent first.

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[illegible]

Please give details of any other training, qualifications or skills relevant to the post

Please give details of, and provide an explanation for, any time when you were not either working or in full time education

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8. PROFESSIONAL REFERENCES

Please give the names and addresses of two people (**not relatives**), 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. **References will need to be sought if you are invited to attend interview – please advise if this is NOT acceptable.**

Referee 1

Name

Position

Address

Post code

Telephone No

Email Address:

In what capacity does this person know you?

Referee 2

Name

Position

Address

Post code

Telephone No

Email Address:

In what capacity does this person know you?

9. SUPPORTING INFORMATION

Please give details of how you think you are the right person for this job and the person we are looking for. Illustrate this with examples from work, voluntary or life experiences. State why you are applying for this job.

Continue on a separate sheet if necessary

If appointed when could you take up the post?

If you are currently employed, what notice are you required to give?

10. DECLARATION

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to YMCA St Helens processing the data supplied on this application form for the purpose of recruitment and selection.

I hereby authorise YMCA St Helens to seek references based on the information supplied by me.

Signed _____ Date ____/____/____

(Initials and Surname in block letters)