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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.

***CVs will not be considered.***

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| **1. JOB DETAILS**  Post applied for:  Location: | Where did you see this post advertised? |
| **2. PERSONAL DETAILS**  Title Surname  First Names  Name by which you want to be known by | List below any other names by which you have been known |
| Address  Post Code  E mail address  (if you may be contacted by E mail) | Home Telephone  Mobile Telephone  Work Telephone  May we contact you at work? Yes / No |
| National Insurance No. |  |
| **Immigration, Asylum and Nationality Act 2006:**  It is a criminal offence to employ persons whose status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy YMCA East Surrey that the Immigration, Asylum and Nationality Act 2006 is being complied with.  Are you eligible to work in the United Kingdom? Yes/No  Do you need a work permit/visa to work in the UK? Yes/No  If yes please provide details. | |
| If appointed, how soon could you take up the post? | |
| 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  Do you have access to a car? Yes/No | |

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| **3. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your academic and other relevant qualifications, and dates passed starting with the most recent.  Date (month-year) Qualifications    *If the post requires specific qualifications you will be required to provide documentary evidence before employment.*  Please describe other relevant learning opportunities e.g. training courses  Date (month-year) Learning opportunity  *(continue on additional sheet if necessary)* | |
| **4. PRESENT OR LAST EMPLOYER**  Employer’s name and address  Post held: Date commenced:  Date of leaving:  Reason for leaving:  Salary £  Please give a brief description of your duties and responsibilities  *(continue on additional sheet if necessary)* | |
| **5. PREVIOUS EMPLOYMENT AND EXPERIENCE**  Please give details of previous paid employment.  **For each job give date of employment, name of employer, and duties undertaken, starting with the most recent first.**  **DATES(FROM AND TO) NAME OF EMPLOYER DUTIES REASON FOR LEAVING**  *(continue on additional sheet if necessary)* | |
| **6. SKILLS AND EXPERIENCE**  Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service). | |
| **7. 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. **No reference will be sought without your consent. Please tick here to give your consent to your references being contacted upon an offer of employment.** | |
| **Referee 1**  Name  Position  Address  Post code  Email address  Telephone No.  In what capacity does this person know you? | **Referee 2**  Name  Position  Address  Post code  Email address  Telephone No.  In what capacity does this person know you? |
| **8. SUPPORTING INFORMATION**  Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.  *(continue on additional sheet if necessary)* | |
| **10. Personal Declarations**  **DECLARATION OF CRIMINAL BACKGROUND INFORMATION**  The position for which you are applying involves contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be otherwise be considered "spent" under the Act.  Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?  **YES/ NO**  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".  I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.  **11. DECLARATION - PLEASE READ CAREFULLY**  **General Data Protection Regulation:**  Please note that it is our policy that all recruitment documents, including application forms, for unsuccessful applicants, are kept in secure conditions for a period of 12 months, after which they will be securely destroyed.  I give my consent for YMCA East Surrey to keep my data for up to 12 months for the purpose of recruitment to the role applied for and for consideration for any other suitable vacancies that may arise during this time.  **PLEASE TICK HERE TO GIVE YOUR CONSENT**  If I accept employment with YMCA East Surrey, I consent to my personal information being held securely by the organisation for the purpose of the administration of my Contract of Employment  **PLEASE TICK HERE TO GIVE YOUR CONSENT**  **I declare** that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.  **I understand** that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.  Signed:  Date:  Print Name:  All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. | |