

APPLICATION FOR EMPLOYMENT

WHEN COMPLETING THIS FORM, PLEASE PRINT CLEARLY AND ONLY FILL IN THE SHADED AREAS

POST DETAILS		<i>OFFICE USE ONLY</i>
Post applied for:		Date Rec'd.
Location of post:		Shortlist?
Where did you see the post advertised?		Int. Date
		Informed?

1. PERSONAL DETAILS

First Names:	Surname:
Address:	Title (Mr, Ms, Dr, etc.):
	Telephone (home):
	(Mobile):
	(Work):
	E-Mail address:
Post Code:	

2. EDUCATION & PROFESSIONAL DEVELOPMENT

Secondary School, College, University	Dates (from/to)	Qualifications Gained (documentary proof may be required at interview)
Professional qualifications (Documentary proof will be required at interview)		
	Dates (from/to)	
Other Educational/Training Courses (e.g. First Aid, H&S, etc.)		
	Dates (from/to)	

3a. PRESENT AND PREVIOUS EMPLOYMENT DETAILS (starting with current, or most recent employment)

Job Title	Name and Address of Employer	Dates (from/to)	Reason(s) for leaving	Salary

3b. RELEVANT EMPLOYMENT EXPERIENCE/DEVELOPMENT

Please outline relevant employment experience that you can bring to the post and the Association based on individual roles and responsibilities you have had. *Please continue on separate sheet(s) if necessary.*

4a. PERSONAL EXPERIENCE/DEVELOPMENT

Please use this section to detail any other skills, knowledge, or anything else about yourself which may be relevant to the post. *Please continue on separate sheet(s) if necessary.*

Empty response area for section 4a.

4b. WHAT DO YOU THINK YOUR KEY STRENGTHS ARE?

Empty response area for section 4b.

4c. WHAT AREAS DO YOU THINK YOU NEED TO DEVELOP?

Empty response area for section 4c.

5. OTHER SUPPORTING INFORMATION

Please use this section to list any other information you think may be relevant to your application. *Please continue on separate sheet(s) if necessary.*

Empty response area for section 5.

6. OTHER INFORMATION

Current full driving licence?	Yes	No
Pass date (approximate):		
Do you have any endorsements? (if yes, please give details)	Yes	No
Do you require a work permit for employment in Great Britain? If so, please indicate length of visit to the UK and end date:	Yes	No
Have you had a CRB check for Disclosure of Criminal Background? If yes, what is the date on the disclosure?	Yes	No
Are you already registered with the Independent Safeguarding Authority (ISA)? If yes, please state your number.	Yes	No
The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". Do you consider yourself to be disabled based on the above statement? If so, please state why:	Yes	No

7. ANY OTHER INFORMATION YOU WOULD LIKE TO TELL US

e.g. holidays booked / regular commitments / availability for interview / assistance to enable you to attend interview or fulfil the role / notice period with current employer.

8. REFERENCES

1. Current or most recent employer		2. Additional Reference			
Name:		Name:			
Post:		Post:			
Organisation:		Organisation:			
Address:		Address:			
Email:		Email:			
Tel. No.:		Tel. No.:			
Can we contact this reference prior to interview?	Yes	No	Can we contact this reference prior to interview?	Yes	No

9. GENERAL

You are required to declare any relationship with any Nottinghamshire YMCA employees or Board Members. Please state name, position and relationship:

10. DECLARATION

I declare that I am eligible to work in the UK and that the information I have given on this form is correct and complete. False or misleading statements may lead to job offers being withdrawn or disciplinary action being instigated.

If you are completing this form electronically, by typing your name in the 'signature' section, your application will be treated as signed.

Signature: _____ Date: _____

The completed form should be returned to:
The H.R. Department, Nottinghamshire YMCA, 4 Shakespeare Street, Nottingham. NG1 4FG.
 or hr@nottsymca.org
 If you have any difficulties, or queries regarding this form, or would like a large print version, please contact the H.R. Department on: 0115 956 7600 ext. 302.

DATA PROTECTION

The information on this form may be processed on computer to manage your application. If appointed, the information may be used for payroll, H.R. and pension purposes.

For more information on Nottinghamshire YMCA, please visit our website: www.nottsymca.org