**Application Form for External Applicants**

**Application for Employment: Please return this form to** recruitment@ymcatogether.org.uk

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| **Position Applied For (Please state as it appears on organisations website):** |  |
| **Do you know anyone who currently works for YMCA Together?** |  |
| **Have you been Referred by a Current Member of Staff and if yes please state who:** |  |
| **Personal Details** |
| **Title:** |  |
| **First Name:** |  |
| **Last Name:** |  |
| **Gender Identity:** |  |
| **Date of Birth:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Postcode:** |  |
| **Email Address:** |  |
| **Home Landline:** |  |
| **Mobile:** |  |
| **National Insurance No:** |  |
| **Do you hold a Current Driving Licence? If yes, please provide details of categories you are qualified for** |  |
| **Right to Work** |
| **Do you Require Sponsorship to work for the YMCA?** |  |
| **Do you have Restrictions on the Number of Hours you can work per week? (If Yes, please provide details)** |  |
| **Please Provide Details of Right to Work such as date document was issued, document number and type of document (Visit** [www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version](http://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) **for full list of acceptable documents):** |  |
| **DBS** |
| **Are you Currently Registered on the DBS Update Service? (If yes, please provide certificate number)** |  |
| **Education (Please Provide your Education History)** |
| **Educational Institute (School/College/University etc.)** | **Qualification(s) Gained** |
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| **Employment History (Please provide details of your current or most recent employment first)** |
| **Name and Address of Employer (s)** | **Job Title and Main Duties** | **Date of Employment and Reason for Leaving** |
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| **Please Note any Other Employment that you Would Continue with if you were to be Successful in Obtaining this Role:** |
| **Voluntary or Unpaid Work Experience (Please Start with the most Recent First)** |
| **Role Title** | **Name of Voluntary Group** | **Duration** | **Experience/Skills Gained** |
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| **Training** |
| **Training Course Provider** | **Course/Qualification Title** | **Duration of Course** |
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| **Supporting Statements** |
| **Please explain how you meet the criteria for the following sections of the person specification set out in the job description for the role you are applying for:****Qualifications:****Experience:****Knowledge:****Skills:****Behaviours/Attributes:** |
| **At YMCA Together, our vision is that everyone should feel safe, understood, empowered and positive for their future. We meet our vision by working within our values of Strength, Humility, Respect, Empathy and Kindness. These SHREK values run through all that we do from recruitment to how we work alongside people in our services to our partnership approach with other providers.****Outline how you have demonstrated ‘SHREK’ values in your previous Employment****Strength:****Humility:****Respect:****Empathy:****Kindness:** |
| **If you wish to provide any other additional information for your application, please add below:** |
| **References (Please Provide Details of 2 referees, 1 of which should be your most recent/current employer):** |
| **Referee Name:****Referee Contact Email:****Organisation Name:****Dates Employed:** | **Referee Name:****Referee Contact Email:****Organisation Name:****Dates Employed:** |
| **Rehabilitation of Offenders** |
| **Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.** **Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required).** **If yes, please give details below. If none write ‘NONE’ in the space below** |
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| **Declaration and Consent** |
| **For the purposes of compliance with the General Data Protection Regulation (GDPR) 2018, I hereby confirm that by completing this form I give my consent to YMCA Together processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.****I declare that the information I have given on this and any other documents forming my application is correct and complete. I accept that false or misleading information may be sufficient grounds for YMCA Together unilaterally cancelling any agreements made, or for disciplinary action to be commenced.****I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).** |
| **Signed:** |  |
| **Date:** |  |