**APPLICATION FORM**

**DORCHESTER YOUTH & COMMUNITY CENTRE**

**Confidential**

**Please complete electronically and return to email address on last page**

|  |  |
| --- | --- |
| Closing Date: |  |
| Appointment of: |  |
| Where did you see the advertisement? |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | First names: |
|  |  |
| Home Address: | Telephone Numbers |
|  | Home: |
|  | Work: |
|  | Mobile: |
| Email: | Can we contact you at work? **Yes/No** |
| Post Code: |  |
| Preferred title e.g. Mr, Mrs, Ms etc. | Valid Driving Licence **Yes/No** |
| N.I. Number | Penalty Points **Yes/No** Number: |
|  | Do you have access to a car **Yes/No** |
| Are you related to or are the spouse / partner of any member of the Dorchester Youth and Community Centre Trust  **Yes / No**  If yes, please give detail:  Canvassing will disqualify your application or if appointed make you liable to dismissal. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING** | | | | | |
| From | To | Schools etc (latest first) | | | Qualifications attained with grades |
|  |  |  | | |  |
| **MEMBERSHIP OF PROFESSIONAL INSTITUTIONS** | | | | | |
| **Organisation** | | | **Membership Status** | **Date Awarded** | |
|  | | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY (most recent jobs first)** | | | | | | | |
| Please indicate all previous positions held. | | | | | | | |
| Present Position: Present Employer:  (including location) | | | | | | | |
| Date started | Current Salary:  Benefits | | | Reason for wishing to leave | | | |
|  |  |  | |  | |  | |
| From | To | Previous positions | | Employer and Location | | Reason for Leaving | |
| **CERTIFICATED COURSES ATTENDED** | | | | | | | |
| **Course** | | | **Organisation** | | | | **Date Attended** |
|  | | |  | | | |  |
| **NOTICE** | | | | | | | |
| Please state the period of notice you are required to give in your present job: | | | | | | | |
|  | | | | | | | |
| **INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | | | |
| **This should include the following:**   1. Reasons for this application 2. How your skills, experience and personal qualities relate to the job requirements – see person specification on job description. You are welcome to also include examples of voluntary / unpaid work, which you feel support this. Please continue on a separate sheet if necessary. | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **REFERENCES** | | | | | | | |
| Please provide two referees with knowledge of your work / character. One should be your most recent employer. If one of your referees is a personal one, the referee cannot be related to you in any way. References are “in confidence”. | | | | | | | |
| a) EMPLOYER  NAME………………………………………………. RELATIONSHIP TO YOU………………….  JOB TITLE…………………………………………………………………………………………….  ADDRESS…………………………………………………………………….……………………….  ……………………………………………………… Phone:………………..Fax:………………….  E-Mail:…………………………… …………………Can we contact prior to interview **Yes / No** | | | | | | | |
| b) OTHER REFERENCE  NAME……………………………………………… RELATIONSHIP TO YOU……………………  JOB TITLE………………………………………………………………………………………………  ADDRESS…………………………………………………………………….………………………..  ………………………………………………………Phone:………………..Fax:……………………  E-Mail:………………………………………………Can we contact prior to interview **Yes / No** | | | | | | | |
| **INTERESTS OR HOBBIES** | | | | | | | |
|  | | | | | | | |
| **RIGHT TO WORK IN UK** | | | | | | | |
| Are you legally entitled to work in the UK **Yes/No**  We will require evidence of this prior to commencing employment. | | | | | | | |
| **CRIMINAL RECORD** | | | | | **HEALTH** | | |
| Have you ever been convicted of a criminal offence? **Yes/No**  **If YES**, please give details:  Declaration subject to the Rehabilitation of Offenders Act 1974. This post will be subject to a Disclosure and Barring Service pre-employment check. | | | | | For health reasons, do you require any adjustments for the interview and selection process? **Yes/No**  **If YES**, please give details: | | |
| **DATA PROTECTION**  You accept and understand that Dorchester Youth & Community Centre Trust will keep personnel records during your employment here and for a period of time after you leave which will be dependent on business needs taking into account professional guidelines and statutory requirements. You understand that the information contained in these records may be used for monitoring the effectiveness of Dorchester Youth & Community Centre Trust’s equal opportunities programmes, for personnel administrative tasks and for business management purposes. Information known as ‘sensitive personal data’ will also be processed as part of your personnel records which includes details of any medical condition, and you agree to the Dorchester Youth & Community Centre Trust processing such data.  We will comply with all applicable requirements of current data protection legislation, including the UK-GDPR (General Data Protection Regulation) and the amended Data Protection Act 1998 that took effect on 31 January 2020, in force from time to time, and any implementing laws, regulations and secondary legislation, as amended or updated from time to time.  By signing this document you acknowledge that you will be providing Dorchester Youth & Community Centre Trust with your consent to these uses.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.  **Signed……………………………………….…………Dated……………………………….** | | | | | | | |
| **UNDERTAKING**  Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.  **Signed……………………………………….…………Dated……………………………….**  **Note: We are an equal opportunities employer and will not tolerate discrimination in any form.** | | | | | | | |
| Completed and signed application forms should be sent to: Dorchester Youth and Community Centre Trust, c/o Richard Brind, richard.brind@dycc.org.uk. | | | | | | | |