

# Application for Employment

Please complete this form in type and attach a copy of your current CV. If you need more space please use up to a maximum of 1 extra A4 sheet. Please return this application form by email to **Vic Hibbert** (Support Services Director), YMCA Plymouth [vic.h@ymcaplymouth.org.uk](mailto:vic.h@ymcaplymouth.org.uk) by the closing date or by post to Vic Hibbert, Support Services Director, YMCA Plymouth, Kitto Centre, Honicknowle Lane, Plymouth, PL5 3NG

## Application for the post of:

### 1. PERSONAL DETAILS

Title:	
Last Name:	
First Names:	
Address:	
Postcode:	
Preferred Daytime contact No:	
Home Telephone No:	
Email address:	

**2. PRESENT/MOST RECENT EMPLOYMENT**

Job Title:	
Employer:	
Address:	
Start Date:	
End Date:	
Notice Period if applicable:	
Reason for Leaving:	
About your current/most recent job	
Duties and responsibilities:	

**3. EMPLOYMENT HISTORY** (continue in additional information section if necessary)

Name of Organisation	From month/year	To month/year	Job title, main duties, full/part-time	Reason for leaving

**4. EDUCATION & QUALIFICATIONS**

School	From month/year	To month/year	Details of qualifications and grades
College	From month/year	To month/year	Details of qualifications and grades
University	From month/year	To month/year	Details of qualifications and grades

Other qualifications, relevant training or legal requirements for the role

<b>Membership of Professional Bodies:</b>		
Institute	Grade of membership	Date awarded

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**5. THIS POST**

Please read the **job description** and **person specification** and give your reasons for applying for this post. Please provide details of any relevant knowledge, skills and experience related to the post. Make sure you address the tasks of the post and the qualities required and highlight how your skills and experience cover those needed for the post. Continue in the additional information section if necessary.

**Describe your most significant achievements relevant to this post:**

**6. REFERENCES**

Please give details of two people to whom we may apply for a reference. Both referees must be able to comment on your performance at work, school or University.

One of these must be your most recent employer.(if you have had one)

Please tick the box provided if you do not wish us to contact your referee until you have given us permission to do so. If you are shortlisted, references may be taken up automatically prior to interview unless you request otherwise.

<b>Current/Most Recent Employer:</b>		<b>Previous Employer:</b>	
Name:		Name:	
Role:		Role:	
Address:		Address:	
Telephone No.:		Telephone No.:	
Email Address:		Email Address:	
Relationship:		Relationship:	
<input type="checkbox"/>	Please tick if you do not wish us to contact this referee until we have obtained your authorisation	<input type="checkbox"/>	Please tick if you do not wish us to contact this referee until we have obtained your authorisation

**7. DISABILITY**

If you feel that you have a disability that might require us to make a reasonable adjustment at any stage of the recruitment process, including the interview stage please tell us so that we can work with you to accommodate your needs.

Please give details here. It is likely that we will contact you in advance to discuss this with you:

**8. DECLARATIONS**

<p>Rehabilitation of Offenders Act 1974                  The successful candidate will be subject to a criminal records check. Some roles will require an enhanced Disclosure and Barring (DBS) Service check (which shows spent and unspent convictions, cautions etc) and some will require a basic DBS check which just shows unspent convictions. You do not have to state at this stage if you have a criminal record. If you wish to discuss anything in advance please contact the Human Resources Manager.</p>	
<p>Asylum &amp; Immigration Act 1996                  Under this Act we are obliged to ensure all employees are legally entitled to work in the UK. On appointment the Association will require documentation as evidence                  Are you entitled to work in the UK?</p>	
<p>Are you related to (or a partner of) any member of staff at Plymouth YMCA?</p>	
<p>If yes, please give details</p>	
<p>I hold a full UK Driving licence (or EU equivalent?)</p>	
<p>I have regular access to the use of a vehicle?</p>	
<p>The information contained within this form will be treated as sensitive data and will be retained securely in line with our Privacy Policy available at <a href="http://www.ymcaplymouth.org.uk">www.ymcaplymouth.org.uk</a></p>	

Where did you see this post advertised or how did you find out about it?

**I declare that all information provided in this application is correct and I understand that if appointed this confirmation of its accuracy will form a condition of my employment contract.**

*As you are submitting this application form electronically, in the absence of your signature, the emailing of this application constitutes your personal certification that the details in this application are correct.*

Signed:	Date:
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**Additional Information**

(Please use this space to expand on any of the questions asked)