

APPLICATION FORM



NORTHAMPTONSHIRE ASSOCIATION OF YOUTH CLUBS
Over 45 years of achievement



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Application Form			
Position applied for	<input type="text"/>		
Available to take up employment	Date ____ / ____ / ____		
2. Prepared to Work			
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Shift work <input type="checkbox"/>			
3. Personal Details			
First name	<input type="text"/>	Last name	Mr/Mrs/Miss/Ms <input type="text"/>
Address	<input type="text"/>		
Telephone numbers	Private <input type="text"/>	Work	<input type="text"/>
	Mobile <input type="text"/>	E-mail	<input type="text"/>
Do you own a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provisional Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Have you any current endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, give details	<input type="text"/>		
4. Health			
Are you in good health?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there any disabilities which may affect your application? (See attached medical questionnaire)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

If yes, describe disabilities and:

- (a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job
- (b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

5. Languages

Do you speak or read a foreign language?

Yes No

If yes, give details

6. Secondary Education

School name/address	Examinations (subject/result/dates etc)

7. Further Education and Training

University/College	Type of course	Subjects	Qualification/date obtained

8. Occupational Qualifications

College/Institute or other name	Qualification/Level/Date obtained

9. Employment

Present/last employer	<input type="text"/>
Address	<input type="text"/>
Job title	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Time with Employer	<input type="text"/>
Reason for leaving	<input type="text"/>

Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Duration with employer	<input type="text"/>
Reason for leaving	<input type="text"/>

Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Duration with employer	<input type="text"/>
Reason for leaving	<input type="text"/>

10. General

Interests/hobbies (give details of pastimes, sports, etc)

Have you ever been convicted of a criminal offence?

A CRB Disclosure application will be required to be completed on acceptance of this position.

Yes No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details

As an inter-denominational Christian based organisation, the majority of our staff have a Christian based background of some kind. Should you not have any involvement with a church then please move to the next section. All applicants will be considered regardless of religion or belief.

Explain briefly what your Christian background is and what your faith means to you.

11. Work Permits

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If you are successful in your application would you require a work permit to work in the UK?

Yes No

Declaration I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature

Date

Personal Statement

Please explain briefly why you are applying for this post and what you hope to achieve should you be appointed. Outline the qualities and skills you believe you could bring to the post.

References

Please provide the names and addresses of two people (not relatives), who have known you for at least two years from whom we may seek references should you be offered the position. For example, references can be obtained from a church leader (if applicable) or a professional person (i.e teacher, solicitor, doctor, former employer, etc.)

Any offer of employment is subject to the receipt of references satisfactory to the Association.

Name & Address

Name & Address

Tel. No.

Tel. No.

Occupation

Occupation

May we contact this person now? YES / NO

May we contact this person now? YES / NO

Please can you assist us in telling us how you came to hear of this vacancy?

WEBSITE_____

FRIEND_____

ADVERTISEMENT_____

OTHER (please state)_____