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| Job Application Form |

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| Post Applied for: | **Youth Worker** |

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| Closing Date: | **Rolling Deadline** |  |  |

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| **Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. We are unable to accept incomplete forms.**  If you have any queries when completing this application form, please email [m.oliver-brooke@kdyt.org.uk](mailto:m.oliver-brooke@kdyt.org.uk) . |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |

Letters Numbers Letter

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Telephone No:** |  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  | |  | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | | Yes | |  | | No |  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** | |  | | | | | | | | | |

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| **If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| **Driving Licence – if relevant to the post applied for.**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

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| Section 2 Present Employment |
| **Present Employment** (If you are currently unemployed, please confirm your current situation i.e. registered with Job Centre, caring for relatives, raising family) |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |

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| --- | --- |
| Post Title: |  |

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| --- | --- | --- | --- |
| Date of Appointment (Month/Year): |  | **Salary:** |  |

|  |  |
| --- | --- |
| Department / Section: |  |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |
| Continue on a separate sheet if necessary | |

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| --- | --- | --- | --- |
| Period of Notice: |  | **End Date (Month/Year)**  (if no longer employed)**:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:**  (if no longer employed)**:** |  |
| Section 3 Previous Employment | | |
| **Previous Employment** (most recent employer first). **Please cover all employment since leaving education.** Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year. | | |
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| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode:** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

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| --- | --- |
| **Summary of duties:** | |
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| **Reason for leaving:** |  |
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| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode:** | | |
| **Start Date:** |  | End Date: |  |

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| --- | --- |
| Position Held: |  |

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| --- | --- |
| **Summary of duties:** | |
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| **Reason for leaving:** |  |
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| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode:** | | |
| **Start Date:** |  | End Date: |  |

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| --- | --- |
| Position Held: |  |

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| --- | --- |
| **Summary of duties:** | |
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| --- | --- |
| **Reason for leaving:** |  |
| Continue on a separate sheet if necessary; **please ensure that you have fully completed this section.** | |

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| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

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| --- | --- | --- | --- | --- |
| **Sixth Form, College or University** | **Dates attended from and to** | | **Course** | **Qualifications and grades obtained** |
|  |  | |  |  |
| **School** | **Dates attended from and to** | | **Subjects** | **Qualifications and grades obtained** |
|  |  | |  |  |
|  | | Continue on a separate sheet if necessary | | |

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| Professional, Registered or Management Qualifications |
| Please give details: |

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| **Professional/Registered/**  **Management Qualifications** | **Course Details** |
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| Continue on a separate sheet if necessary | |

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| Section 5 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

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| **Title of Training Programme or Course** | **Duration of Course and date completed** |
|  |  |
| Continue on a separate sheet if necessary | |

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| Section 6 Personal Statement |
| In support of your application, please detail any relevant skills and personal qualities which you believe are relevant to the position you are applying. Take into consideration the personal specification and job description. |

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| Continue on a separate sheet if necessary |

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| **Section 7 Rehabilitation of Offenders Act (1974)** |

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| This post is offered subject to a satisfactory **Enhanced Disclosure and Barring Service** (DBS) check. **Information given will be completely confidential.**  In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. |

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| If you have any convictions, cautions, reprimands, or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below. |
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| **Section 8 Protecting Children and Vulnerable Adults** | | | | | |
| **Enhanced Checks**  Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes |  | No |  |

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| **Section 9 Interview arrangements** |

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| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

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| If yes, please give details: |
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| **Section 10 References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.  **You must complete this section fully; we are unable to accept applications with only partial information in this section.** |

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| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (Job title): |  | **Position (Job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

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| Address: |  | | **Address:** |  | |
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|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

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| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

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| Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  | Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  |

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| |  | | --- | | **Section 11 Declaration** |  |  | | --- | | A. Relatives/Other Interests |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Are you related to or do you have a close personal relationship with an employee(s) of KDYT? | Yes |  | No |  |  |  |  | | --- | --- | | If yes, specify name(s), position(s) and relationship(s) |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | If appointed, do you have any interests or hold any appointments that may conflict with employment by KDYT in the role for which you have applied?  If yes, please detail on a separate sheet. | Yes |  | No |  |  |  | | --- | | Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge** * **all questions relating to me have been accurately and fully answered** * **I possess all the qualifications which I claim to hold** |  |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |  |  |  | | --- | | (NB. Candidates selected for interview will normally be notified within four weeks of receipt of application. Unfortunately, applicants who do not hear from KDYT must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.  KDYT undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.  If you are returning this form by email, you will be asked to sign your application at interview. |  |  |  | | --- | --- | | R E T U R N I N G T H I S F O R M **By Post:** Private & Confidential  Mike Oliver-Brooke  KDYT  Youth House  Bromsgrove Street  Kidderminster  DY10 1PF  **By Email:** m.oliver-brooke@kdyt.org.uk | | |  |  | |