

NB: You must complete all sections of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. A Curriculum Vitae will not be accepted.

Application Form

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| Position applied for: Click or tap here to enter text. |
| Where did you first learn of this vacancy? Click or tap here to enter text. |

**Personal Details and Contact Details**

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| Forename(s) (in full): Click or tap here to enter text. Surname: Click or tap here to enter text. | | |
| Please also provide details of any former names (if applicable): Click or tap here to enter text. | | |
| Home Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | Mobile No: | Click or tap here to enter text. |
| Daytime Telephone No: | Click or tap here to enter text. |
| National Insurance No: | Click or tap here to enter text. |
| E-mail: Click or tap here to enter text. | | |

**Entitlement to work in the UK**

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| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you? **Yes\***  **No**  \*If yes – please give details of any restrictions:  Click or tap here to enter text. |

**References**

Please provide details of two referees who can comment on your suitability for this post. The first referee must be your current or most recent line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you have worked with children, one of your references must cover this period. In line with the Youth Adventure Trust’s Safer Recruitment procedures references will be required prior to interview and the content discussed at interview. References will be taken up in writing, and in some cases through telephone conversations. If you do not wish us to contact a referee prior to interview, please indicate below. This will be discussed directly with you in advance of progressing your application. Any job offer will be subject to the receipt of two satisfactory references.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1 (current or most recent employer)** | | **Referee 2** | |
| Can this referee be contacted prior to interview?  Yes / No (delete as applicable) | | Can this referee be contacted prior to interview?  Yes / No (delete as applicable) | |
| Name: Click or tap here to enter text. | | Name: Click or tap here to enter text. | |
| Relationship to applicant: Click or tap here to enter text. | | Relationship to applicant: Click or tap here to enter text. | |
| Position: Click or tap here to enter text. | | Position: Click or tap here to enter text. | |
| Employer / Organisation Name:Click or tap here to enter text. | | Employer / Organisation Name:Click or tap here to enter text. | |
| Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | | Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | |
| Telephone No: | Click or tap here to enter no. | Telephone No: | Click or tap here to enter no. |
| E-mail: | Click or tap here to enter text. | E-mail: | Click or tap here to enter text. |

**Current Employment** (or last employment if not currently employed)

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| Employer / Organisation Name: | Click or tap here to enter text. | | | | |
| Employer Address: | Click or tap here to enter text. | | | | |
| Post Title: | Click or tap here to enter text. | | | | |
| Start date (dd/mm/yyyy): | Click or tap here to enter text. | End date (dd/mm/yyyy): (if applicable) | | | Click or tap here to enter text. |
| Please give a brief description of duties, responsibilities and achievements: | Click or tap here to enter text. | | | | |
| Reason for leaving this post: | Click or tap here to enter text. | | | | |
| What is your contractual period of notice? | Click or tap here to enter text. | | Current Salary: | Click or tap here to enter text. | |

**Previous Employment**

Please list all your employment history (including part-time or voluntary work).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer / Organisation | Job Title | Start Date (dd/mm/yyyy) | End Date (dd/mm/yyyy) | Reason for Leaving |
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**Gaps in Employment**

Please indicate and explain any gaps in employment since leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

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| Dates from: | Dates to: | Reason for gap |
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**Education**

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| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
| Click or tap here to enter text. | Level | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Other training and development (including professional, vocational or job-related training)**

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| Title and brief description of course | Date |
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| Organisation Name | Level of Membership/Role/Registration No. (if applicable) | | Registration Date | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | | |
| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK? | | Yes\* | |  | No |  |
| \*If yes, please give details in the space provided below:  Click or tap here to enter text. | | | | | | |

**Membership of Professional Associations or Statutory Body**

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| **Reasons for applying for this post**  This section is the most vital part of the form. In no more than 1000 words please give us specific information to support your application, providing evidence to show how your skills, abilities, knowledge and experience meet the role description and person specification. Please provide examples which relate directly to the post you are applying for: |

**Additional Information**

Please tick the relevant box and provide additional information where applicable.

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| Do you hold a current driving licence? | Yes | | |  | No | |  | |
| Please confirm whether this will be your only employment? | | Yes | |  | No\* | |  | |
| \* If no, provide details including days and hours worked:  Click or tap here to enter text. | | | | | | | | |
| Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?  \*If yes, please provide details on the separate Self-Disclosure Form  *NB If you are short-listed for interview the panel will discuss this with you and your current or previous employers in advance of any offer of employment.* | Yes\* | |  | | | No | |  |
| Have you been dismissed from any previous employment?  \*If yes, please provide details on the separate Self-Disclosure Form.  *NB If you are short-listed for interview the panel will discuss this with you and your current or previous employers or previous employers in advance of any offer of employment.* | Yes\* | |  | | | No | |  |
| Do you have any personal, family, or business relationships with anyone within the Youth Adventure Trust? If yes, please give details: *(We are asking this question to ensure that any potential conflicts of interest are known and discussed during the recruitment process)*  Click or tap here to enter text. | | | | | | | | |

**Disclosure and Barring Service (DBS) Check**

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

A basic level DBS check will be carried out as a minimum for all positions within the charity. In addition all posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background is disclosed to the organisation. If you are successful in applying for this post we will ask the DBS for a Disclosure, including use of the DBS Update Service where an applicant is registered. Any offer of employment is conditional upon receiving a Disclosure and Barring Service check which the organisation considers to be satisfactory.

Where the position for which you are applying involves contact with vulnerable groups it is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. In these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

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| **Have you ever been convicted of an offence?**  YES  NO  (tick whichever is appropriate)  \*If yes, please provide details on the separate Self-Disclosure Form. The information you provide will be treated in confidence. |
| **Are you currently the subject of any police investigations following allegations made against you?**  YES  NO  (tick whichever is appropriate)  \*If yes, please provide details on the separate Self-Disclosure Form. The information you provide will be treated in confidence. |

**Safeguarding and General Declaration**

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| * I declare that the information I have given on this form is complete and accurate * I consent to the relevant checks being completed including DBS, Right to Work in the UK and references.   I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution.   I understand these details will be held in confidence by the Youth Adventure Trust for the purposes of assessing this application and ongoing personnel administration (where applicable) in compliance with the Data Protection Act 1998.  Signed: Print Name:  Date: |

**Please return this form to:**

Louise Balaam, Director of Fundraising

By Email:

[@youthadventuretrust.org.uk](mailto:tessa@youthadventuretrust.org.uk)

**Data Protection Statement**

For information about how we use your data, please see the Privacy Policy on our website www.youthadventuretrust.org.uk/privacy, or request a hard copy by calling 0330 123 2446.

**Equal Opportunities and Diversity Statement**

Youth Adventure Trust is an equal opportunities employer, values diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.