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Please ask for Jenny Magee

35 The Avenue, Southampton, SO17 1XN

Telephone: 023 8022 4224

Dear Applicant,

Thank you for your request for the enclosed application form for the post of:

**Youth Worker Assistant – Breakout Youth – New Forest**

Completed application forms may be posted, emailed or delivered by hand to the above address by the closing date. Job details are available in large print on request**.**

CVs on their own will not be considered**.**

If you have not heard from me within 5 days of the closing date, your application will have been unsuccessful on this occasion.

**COMPLETING THE APPLICATION FORM.**

* Refer to each point of the Person Specification (essential requirements of the post); applications will be scored against these requirements.
* Give details of your experience in each area listed; include relevant details of current and previous jobs.
* Remember – experience gained outside paid employment may be just as important – for example, voluntary work.
* Shortlisting will be based on the Personal Statement. We will accept a maximum of two sides of A4 (font size 12) anything over this will be disregarded.

Please ensure that you fully complete the Personal Details section of the application form.

If you have a disability, and there are arrangements we could make which assist your application at this stage, then please let me know.

Should you require any further assistance regarding this application, please contact me on the above number.

**Please return your application form by 9am Monday 9th September 2019** to the address at the top of this letter or by email to hr@nolimitshelp.org.uk. Applicants who are successfully shortlisted will be invited to interview on **Monday 16th September 2019.**

I wish you every success with your application.

Yours sincerely,

Jenny Magee

Senior Admin HR

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# APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS FORM IN TYPE OR BLACK INK

Please note we do not accept CV’s but require a point by point response to the items detailed in the person specification.

**POST APPLIED FOR: ..................................................................................**

|  |  |
| --- | --- |
| **PERSONAL DETAILS:**  Surname: ...................................................  First Name(s) .............................................  Address: ........................................................................................................................................................................................................................................................................................................................................................................................................................  ....................................................................  Postcode: ................................................... | Title: (Mr, Mrs, Miss, etc.)..................................  **Telephone Numbers:**  Home: ...............................................................  Work: .................................................................  Mobile: ..............................................................  Email: ................................................................ |

**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates attended  From | To (mm/yy) | School/College/  Other Institution | Qualifications obtained and Grade/level |
|  |  |  |  |

## PROFESSIONAL MEMBERSHIP (as applicable)

|  |
| --- |
|  |

**EMPLOYMENT RECORD**

**Present Employment**

|  |  |
| --- | --- |
| Employer’s Name………………………  Address………………………………….  …………………………………………….  …………………………………………….  Post Code…………………….. | Position held……………………………  Department……………………………...  Date Appointed…………………………  Present Grade……….Salary………….  Notice period……………………………  Reason for leaving……………………… ……………………………………………  …………………………………………………. |

**PREVIOUS EMPLOYMENT** (most recent employer first) please include relevant voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name & Address | Position Held | DatesFrom/To | Grade/Salary | Reason for leaving |
|  |  |  |  |  |

**If there are any gaps in your employment or education history please explain them here**

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| --- |
|  |

**TRAINING**

Please give details of any professional or vocational qualifications you hold that are relevant.

|  |  |  |
| --- | --- | --- |
| **Date obtained** | **Qualification and Grade/Level obtained** | **Name of Awarding Body/or Training Provider** |
|  |  |  |

**REFEREES:** Please supply the names and contact details of at least two referees who can comment on your suitability for the position. One should be your current or most recent employer (Note: If you are not currently working with young people but have done so in the past the second referee should be the employer by whom you were most recently employed in work with young people.) Referees should not be from the same company

N.B References will not be accepted from relatives or people who only know you as a friend.

|  |  |
| --- | --- |
| 1. Present/Most recent employer   Name:  …………………………………………………  Capacity known: ….........................................  Address:  ………………………………………………..…  ………………………………………………...…  Telephone No:  ………………………………………..………….  Email:  ………………………………..……..………...... | 2.  Name:  …………………………………………………  Capacity known: ….........................................  Address  ……………………………………………..:……  …………………………………………………  Telephone No:  ………………………………………..………  Email:  ………………………………..……..……..… |

If you are shortlisted can we contact your references prior to interview?

Referee 1: Yes/No

Referee 2: Yes/No

**PERSONAL DECLARATIONS**

|  |
| --- |
| As part of the children’s, young and vulnerable adults work force this role will require a DBS check |

|  |
| --- |
| The position for which you are applying involves contact with children. For these positions you are not entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Rehabilitation of Offenders Act 1974. Have you ever been convicted of any offence or “bound-over” or given a caution?  **YES/NO**  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”. |

**MISCELLANEOUS**

|  |
| --- |
| Do you hold a full valid driving license from the UK or another country? Yes / No  Do you have use of a car for work? Yes / No  Do you have the right to reside and work in the UK? Yes / No  Where did you see this advertisement?…………………………………………………………..  Please identify any family members currently employed as a No Limits Trustee or employee  ………………………………………………. |

|  |  |  |
| --- | --- | --- |
| Nationality: | | *If you are not a British passport holder or a European citizen, or you do not have a permanent right to remain in the UK, you will require a work permit.* |
| Do you need a work permit to be employed in the UK? | **Yes** | If you already have a work permit, when does it expire? |
| **No** | (Please note that your current work permit may not be valid for this post) |

**PERSONAL STATEMENT**

Using the person’s specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying for and interest in this position. (Continue on a separate sheet if necessary).

|  |
| --- |
| *Shortlisting will be based on the Personal Statement. We will accept a maximum of two sides of A4 (font size 12) anything over this will be disregarded.* |

### **CANVASSING IN ANY FORM WILL DISQUALIFY**

I certify that the information given above is to the best of my knowledge correct, and if I am appointed, personal information about me may be computerised for Personnel/employee administration purposes including analysis for management purposes and statutory returns.

Signed………………………………………………………Date……………………………….

**Equal Opportunities Monitoring**

No Limits is committed to ensuring that all appointments are made on merit. This form is used to monitor how effective we have been at opening posts to all relevantly qualified individuals. In order to help us to monitor the effectiveness of this policy, all applicants for appointments are asked to complete this form.

The data given on this form will be kept strictly confidential and used for statistical purposes only. Our policies comply with the Data Protection Act 1998.

Please return this with your completed application form. On receipt this form will be separated from your application form and filed separately.

Your Name:

Your Date of Birth:

Your Gender:

Your ethnicity:

Top of Form

White British Mixed – White and Black Caribbean

White Irish Mixed – White and Black African

Other White Background Mixed – White and Asian

Other Mixed Background

Black or Black British – Caribbean

Black or Black British – African Chinese

Other Black Background Other Ethnic Background

Asian or Asian British – Indian Prefer not to say

Asian or Asian British – Pakistani

Asian or Asian British – Bangladeshi

Other Asian Background

**Please feel free to return in a sealed envelope marked Equal Opportunities Information.**