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|  | Application Form |

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| **ABOUT THE JOB** |
| Position applied for: Impact Monitoring Coordinator |
| Job reference number: 22-81 |

**Please note:**

* This form should be filled out in black ink or type
* Additional sheets may be attached wherever necessary
* Everything written in this form should be true and accurate
* Once complete please return to [hr@youngdevon.org](mailto:hr@youngdevon.org)

**Young Devon offer reasonable adjustments to help applicants complete this form (such as completion over the phone).**

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| **PERSONAL DETAILS** | | | |
| Title (Mr, Mrs, Miss etc.): | | Address: | |
| First Name(s): | |
| Surname / Family Name: | |
| Tel No: | | Post Code: | |
| Mobile No: | | Email Address: | |
| National Insurance Number: | | | |
| **EMERGENCY CONTACT DETAILS** | | | |
| Contact Name: | | Address: | |
| Relationship to you: | |
| Tel No: | |
| Mobile No: | | Post Code: | |
| **EDUCATION AND TRAINING** | | | |
| Please provide all qualifications from school through to college and university or any other relevant training courses: | | | |
| **Dates from to** | **School, College, University** | | **Qualifications, Educational & Professional (Please give details)** |
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| **WORK EXPERIENCE** | | | |
| **Dates from to** | **Name & Address of Employer** | **Position Held** | **Reason**  **For leaving** |
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| **GAP IN EMPLOYMENT HISTORY** |
| If you have a gap in employment please give reasons below. |

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| **SOME DETAILS** |
| Current salary: |
| When could you take up the appointment? |
| Are there any restrictions to your right to take up employment in the UK?  Yes [ ] / No [ ]  If Yes, please detail country of origin and restrictions: |

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| **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| Please describe below how your skills, experience and personal qualities relate to the job requirements, as outlined in the job description and person specification. You are welcome to include examples of voluntary work or interests that you feel support this.  **Please continue on a separate sheet if necessary. Do not attach a CV. (Maximum 4 sides of A4)** |
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| **REFERENCES** | | |
| Please supply two employment referees (outside Young Devon) - one of which must be your current employer. If you are not currently employed, one of these must be your most recent employer. Internal applicants should provide details of their current Line Manager within Young Devon. | | |
| Name: | Name: | |
| Organisation: | Organisation: | |
| Position Held: | Position Held: | |
| Address: | Address: | |
| Post code: | Post code: | |
| Telephone No: | Telephone No: | |
| E-mail: | E:mail: | |
| In what capacity have you known this person? | In what capacity have you known this person? | |
| References will only be taken up with your employer with your prior consent. | | |
| **I give consent for references to be taken:** YES [ ] / NO [ ] | | |
| **Have you subscribed to the DBS Update Service?** YES [ ] / NO [ ] | | |
| If so, please provide the following information and also sign to give us permission to carry out a status check. | | |
| **DBS Certificate Number:** | | |
| **Date of DBS Certificate:** | | |
| Signed: | | Date: |

# Monitoring form: private and confidential (data will be anonymised)

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| **THIS INFORMATION IS FOR MONITORING PURPOSE ONLY AND MUST NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS** | | |
| Young Devon is actively committed to embracing diversity. Part of this involves ensuring that the organisation’s recruitment and selection practices are fair, equitable and consistent with the aim of appointing the best person for the job and fulfilling statutory duties relevant to equality in employment. | | |
| To make equal opportunities meaningful, it is essential Young Devon monitors the effectiveness of its recruitment process. All the information will be anonymised, treated in the strictest confidence and only analysed by the members of the HR and Workforce Development Sub-Group. The information will not be made available to the officers involved in the selection process. **If you are happy to consent to us processing your data in this way, please complete the below form:**  Our Privacy Notice for Job Applicants can be found at <http://www.youngdevon.org/support/jobs> | | |
| Post applied for: | | |
| Date of birth: | | |
| Where did you find out about this vacancy? (if 'internet' please specify which website): | | |
| What is your sex? | | |
| What is your age? | | |
| How would you describe your ethnic origin?   1. Asian [ ] 2. Asian British [ ] 3. Black [ ] 4. Black African [ ] 5. Black Afro-Caribbean [ ] 6. Black other *(please specify)* [ ] : 7. Mixed Ethnic Group [ ] 8. White British [ ] 9. White Other [ ] 10. Other Ethnic Group *(please specify)* [ ] : | How would you describe your sexual orientation?   1. Heterosexual [ ] 2. Lesbian / Gay [ ] 3. Bi-sexual [ ] 4. Other [ ] 5. Prefer not to answer [ ] | |
| What is your religion or belief?   1. No Religion or belief [ ] 2. Buddhist [ ] 3. Christian [ ] 4. Hindu [ ] 5. Jewish [ ] 6. Muslim [ ] 7. Prefer not to say [ ] 8. Other *(please specify)* [ ]: | | |
| Do you consider yourself disabled? YES [ ] NO [ ] I DO NOT WISH TO DISCLOSE [ ]  Under the Equality Act 2010 this includes a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to **do** normal daily activities.  Please give further information of your disability if you wish: ………………………………………………………………………………………………………………………...  Reasonable adjustments will be made should you be invited to interview.  Is there anything else you would like to make Young Devon aware of? | | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?  Yes [ ] / No [ ]  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  **For further information, please contact** [**hr@youngdevon.org**](mailto:hr@youngdevon.org)  If yes please specify: | | |
| Do you have any friends or relatives working at Young Devon?  Yes [ ] / No [ ]  If yes please specify: | | |
| **Declaration**  I confirm that to the best of my knowledge the information given by me on this form is true and correct and can be treated as a part of any subsequent contract of employment. I understand that any falsified information could lead to my dismissal should my application be successful. | | |
| Signed: | | Date: |

As an organisation working with young people, Young Devon is exempt from the Rehabilitation of Offenders Act and is entitled to request this information on all cautions, reprimands or final warnings.

If you would like to read Young Devon’s Employment of People with Criminal Records policy, please contact [hr@youngdevon.org](mailto:hr@youngdevon.org)

**Once complete, please return this application form to our HR team at** [**hr@youngdevon.org**](mailto:hr@youngdevon.org)