JOB APPLICATION FORM

Please return completed application, preferably by email to: [shezhopkinslevel2@gmail.com](mailto:shezhopkinslevel2@gmail.com)

Any queries: Tel. 07724356723 If necessary applications can be sent to: - Level Two Youth Hub, 54 Cobbold Road, Felixstowe, Suffolk, IP11 7EL

# Complete all shaded areas in black ink

|  |  |
| --- | --- |
| Job Title | Counsellor |

## Personal details

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| --- | --- |
| **Title** *(Mr, Mrs, Ms)*  Forenames  **Last Name**  **Address**  **Town** CountyPostcode | **Date of Birth** National Insurance No **Home Tel.**  **Mobile Tel.**  **Work Tel.**  **E-mail** |
| Do you have a disability / long term illness/pre-existing medical condition? Yes No **If “yes” please give brief details below.**  **If ‘yes’ are there any adaptations you require to attend interview?** | |
| **DBS - Work at Level Two falls within the scope of the definition of a ‘regulated activity’.**  **All applicants are legally required to be DBS cleared. Level Two will require you to undertake an enhanced DBS check if you are successful at interview.** | |

**WORK PERMIT**

Please be aware that under the Immigration Asylum and Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Felixstowe Youth Development Group, Level Two Youth Project can confirm any offer of appointment.

Are you a UK/EEA Citizen? YES / NO (please circle)

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit? YES / NO (please circle)

If “No” please indicate the basis on which you are eligible to work in the UK.

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#### You may be asked to provide evidence of qualifications obtained

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| **Relevant qualifications including dates & grades if appropriate** |
| **Relevant training and personal development** *(State who provided training, duration and dates)*  Examples could include: short courses, skills training, external awards/activities, etc. |

Current / latest employment

|  |  |
| --- | --- |
| **Name and address of current / most recent employer** | **Job title**  **Current / latest salary and any benefits**  **Weekly hours** |
| **Date started in post** | **Date of leaving** *(if relevant)* |
| **Notice required** | **Reason for leaving** |
| **Main duties, responsibilities & achievements** |  |

**Previous work and other relevant experience**

Please list below a complete record of other employments and activities, either paid or unpaid. These should be in date order, starting with the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name of organisation and** | **Job title / role with brief indication of** | **Reason for** |
| **from**  **mm**  **yy** | **to**  **mm**  **yy** | **nature of business** | **main duties and responsibilities** | **leaving** |
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**How you meet the selection criteria**

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. Tell us about things you were responsible for and what you achieved. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include other information about why you want the job and anything else you wish to say. **Please include headings linked to the criteria on the person specification.**

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**References**

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the “no” boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up immediately after interview if you are successful. Felixstowe Youth Development Group operates a policy of open references. This means that you may read it, upon request.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

|  |  |
| --- | --- |
| Name **Address**  **Tel no**  **E-mail address**  **Employer or Personal?**  **Organisation** (if applicable) | Name **Address**  **Tel no**  **E-mail address**  **Employer or Personal?**  **Organisation** (if applicable) |
| **On agreeing to accept an Interview we will contact your referee’s.**  **Do you have a current driving licence? Yes No** | |

By applying for this post , if selected for interview, we may conduct a search of social media and other internet sites. This will be conducted by a Panel member. The purpose of the search is to determine if anything in the persons past or current posts or history could pose a safeguarding concern or bring the project into disrepute. If anything is found the applicant will be approached requesting an explanation. The panel will then consider whether what has been found and the explanation disqualifies the applicant from the process.

**Criminal convictions**

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are “spent”, as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, as you are applying for a job supervising, caring for or otherwise connected with children and young people, **you must always declare any convictions and/or cautions for criminal offences,** even where they are “spent”. A DBS check will be made for which you will be asked to sign a separate authorisation.

**Details of criminal convictions** *Please state* ***NONE*** *if appropriate.*

**Declaration**

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal. In submitting this form via email I confirm the above to be true, and understand that I will be asked to sign this form if invited to interview.

In submitting this form I give my consent for personal data to be processed in accordance with the Data Protection Act 1988.

**Signed**

**Date**