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| |  | | --- | | **NOTES FOR COMPLETION** | | The application form is the main way we decide whether or not to invite you to an interview. It is important that you give the best overall impression of yourself. |  * Read all of the form first so that you understand what information is requested and how to complete the form. Make sure you have the **Job Information Pack** which provides detailed information about the job. * Complete all sections of the form either typed or in **black** ink as it may be photocopied. Insert an X in question boxes that do not require a written answer. You may wish to keep a copy of the completed form for your own use. * If you use additional sheets put your name and the vacancy reference number on them. If you need advice or help to complete this application form, please contact Jaqui Dow, Chair Person on 07866 500353. * Return the completed form via email to chair@fairwayfife.com.   Send your application in plenty of time if a **closing date** is specified. ***Thank you for your interest in Fairway Fife.*** |

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| DETAILS of the post you are applying for | | | | | | | | | | | | | | |
| Job Title: | | Vacancy Ref No: (if specified) | | | | | | | | | | | | |
| PERSONAL DETAILS | | | | | | | | | | | | | | |
| First Name: | Last Name: | | | | | | | | | | | | | |
| Address; | Mobile Tel No: | | | | | | | | | | | | | |
| Home Tel No: | | | | | | | | | | | | | |
| Postcode: | E-Mail: | | | | | | | | | | | | | |
| National Insurance Number: |  | |  |  |  | |  | |  |  | |  |  | |
| **DRIVING** | | | | | | | | | | | | | | |
| Do you own or have access to a car for work? | | | | | | Yes | |  | | | No | | |  |
| Do you hold a valid Driving Licence? | | | | | | Yes | |  | | | No | | |  |
| **WORKING IN THE UK** | | | | | | | | | | | | | | |
| Have you the right to work in the UK? \*  \*If you are successful in obtaining employment with Youth 1st you will be required to provide evidence of your entitlement to work in the UK. | | | | | | Yes | |  | | | No | | |  |

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| We are interested in any relevant skills and knowledge you may have, whether gained in employment or outside the workplace, so please include any unpaid, voluntary work or other experience you may have had. Please give details of any previous employment with Fairway Fife. | | |
| Remember to describe **your work or role**, as it is **you** we are interested in, not the team or business you were part of. | | |
| **PRESENT OR MOST RECENT EMPLOYMENT, VOLUNTARY WORK OR PERSONAL EXPERIENCE** | | |
| Post Title: | | Name of Employer: |
| Dates Employed:  From: To: | | Employer's Address: |
| Rate of Pay: | |
| Reason for leaving / wishing to leave:  Notice required: Weeks | | |
| **PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR PERSONAL EXPERIENCE**  *(Please list in date order, most recent first)* | | |
| **Date**  **From / To** | **Employer's Name / Address** | Post title  Duties / responsibilities / experience gained  **Reason for Leaving** |
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| **EDUCATION, TRAINING OR SKILLS** | | |
| Please give details of any education, training, or skills relevant to this application whether or not it led to a qualification. | | |
| **Title or Subject** | **How did you study?** (*part-time, full- time, at school, college, university, work, or home?)* | **Result, if any/appropriate** |
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| **WORKING WITH PEOPLE** | | |
| Please give examples of working with other people, such as work colleagues, customers/ clients. What did you do to ensure that you worked well with them? | | |
| INITIATIVE | | |
| Please give examples of a situation where you have used your initiative to solve a work-related problem. | | |

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| **YOUTH WORK** |
| Please explain why you see yourself as being a suitable candidate for the post. Include any previous experience of working with young adults with Learning Disabilities and/or volunteers if any. |

REFERENCES

Please provide contact details for two employer referees, which should include your current or most recent employer. If you have been out of the labour market for some time, please provide a reference from your last employer or if you are applying straight from education, a reference from your Head Teacher or Course Tutor is appropriate. For internal candidates, one reference must be from your current supervisor or manager. If you have any queries or concerns about references, please contact us for advice. NB: referees **must not** be relations or friends.

**REFEREE 1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | Organisation: |  | | | | |
| Position: |  | Address: |  | | | | |
| Time Known: |  |
| Email Address: |  |
| Contact Tel No: |  |
| Relationship: |  | Post Code: |  | | | | |
| Can we contact him or her now? | | | | Yes |  | No |  |

**REFEREE 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | Organisation: |  | | | | |
| Position: |  | Address: |  | | | | |
| Time Known: |  |
| Email Address: |  |
| Contact Tel No: |  |
| Relationship: |  | Post Code: |  | | | | |
| Can we contact him or her now? | | | | Yes |  | No |  |

DECLARATION

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| The information you give on this Application is used for selection purposes and also forms the basis of any subsequent employment relationship. If you are successful, we will keep this application in your personnel file. A recruitment privacy notice relating to the data we collect and hold on you during the recruitment process is contained in the attached pack. Your application will either be destroyed when the recruitment process is completed or held on file against future vacancies for a period of no more than six months.  I declare that the information I have given in all the pages of this Application Form and any supplemental sheets is correct. I understand that by giving false information, or withholding information that may be relevant, I may be excluded from the recruitment process or summarily dismissed if appointed to the post.  I confirm that I am either a member or, if not, I agree to apply for membership of the PVG scheme. I understand that a PVG certificate shows details of convictions and that any offer of employment is conditional upon providing Fairway Fife with access to the certificate before commencing employment. I agree that Fairway Fife may keep a copy of the certificate on file.  Because of the nature of the work this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are ‘spent’. Any information you provide will be treated in the strictest confidence and used solely in relation to this application.  Have you ever been convicted or cautioned with respect to a criminal offence? Yes / No  If yes please attach full details on a supplemental sheet. | |
| Signature: | Date: |

Declaration: Please read the following statements.

• I have completed all parts of this application form and the details I have supplied are, to the best of my knowledge, true and complete;

• I understand that if appointed to this post the information on this form will be kept as part of my personal file record;

• I authorise you to obtain references to support the application if I am identified as a preferred candidate;

• I understand that details of educational qualifications, membership of professional bodies and referee report may be verified through the establishments and individuals I have indicated;

• I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Legislation;

• I agree to complete criminal convictions check or a criminal convictions declaration form, if I am identified as the preferred candidate.

Read, agreed and understood (check box) Date:

Do you know or are you related to anyone working at or

connected to Fairway Fife? Yes No

If yes please state their name and position: