**Confidential Application for Employment**

When completed please return to:

**Emily Hornsby**

**YMCA Exeter**

**39/41 St David’s Hill**

**EX4 4DA or hr@ymcaexeter.org.uk**

Please note that only the information given in this application form will be considered in determining whether to offer an interview. Please specifically address the criteria detailed in the enclosed Person Specification.

**CVs and similar documents will not be considered.**

**Guidelines are enclosed to help you with your application.**

**Please read them and then complete this digital form.**

|  |
| --- |
| Post applied for:Click or tap here to enter text. |
| Where did you see this post Advertised? E.g. *Church, social media, Jobsite*  Click or tap here to enter text. |

**1. Personal Details**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Title: (Please tick) | Mr  Mrs  Ms  Miss  Doctor  Other  *If other, please state:* Click or tap here to enter text. |
| First Name(s): | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Place of birth: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Telephone: | *Home:* Click or tap here to enter text.  *Work:* Click or tap here to enter text.  *Mobile:* Click or tap here to enter text. |
| May we contact you at work? (Please tick) | Yes  No |

**2. Education / Qualifications / Training / Courses**

*If you need to record more details than the table permits, please feel free to enclose an extra page.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Establishment / Course Provider** | **Qualifications Obtained** | **Grade/Level** |
| Click or tap to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| ***Professional bodies, of which you are a member, please give full details of level, when:***  Click or tap here to enter text. |

**3. Employment**

**Employment History** *(covering at least the last seven years, most recent employer first).*

Please account for all gaps in employment history, including voluntary or community work.

|  |  |
| --- | --- |
| Present/most recent employer: | Click or tap here to enter text. |
| Name of Business: | Click or tap here to enter text. |
| Job Title: | Click or tap here to enter text. |
| Salary: | Click or tap here to enter text. |
| Start date: | Click or tap to enter a date. |
| Brief description of duties: | Click or tap here to enter text. |
| Are you still employed? (Please tick) | Yes  No |
| If ‘No’, what date did your employment end: | Click or tap to enter a date. |
| Reason for leaving: | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Name and address of employer** | **Salary (on leaving)** | **Job title and main duties** | **Reason for leaving** |
| Click or tap to enter a 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 to enter a 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 to enter a 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 to enter a 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 to enter a 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. |

**4. Contact with YMCA Exeter**

*To ensure that the recruitment is as fair and balanced as possible, please provide the following information.*

|  |  |
| --- | --- |
| Have you had any previous or current contact with YMCA Exeter? (please tick) | Yes  No  *If yes, please give details:*  Click or tap here to enter text. |

|  |  |
| --- | --- |
| Do you have any existing or historic relationships with current YMCA Exeter Employees, Service Users, Trustees, or Volunteers? | Yes  No  *If yes, please give details:*  Click or tap here to enter text. |

**5. Driving Details**

|  |  |
| --- | --- |
| Are you a driver? (please tick) | Yes  No |
| How long have you held a license? | Click or tap here to enter text. Years  Click or tap here to enter text. Months |
| Do you have access to a car? (please tick) | Yes  No |

**6. Religious Beliefs**

YMCA Exeter is a Christian organisation with a clear Christian Ethos (see our Ethos statement). All staff are required to be supportive of this Christian Ethos, even for posts where being a practicing Christian is not a requirement. Please state your opinion regarding the Ethos Statement on our *“Why we do what we do”* document in the job application information pack.

|  |
| --- |
| Click or tap here to enter text. |

**For those posts where the Person Specification indicates that the post-holder is required to be a practicing Christian:**

Please give details of your religious beliefs, where you attend a place of worship and if you are involved in Christian related activities.

|  |
| --- |
| Click or tap here to enter text. |

**7. References (please note that references may be obtained before interview)**

Please give the name and address of **TWO** referees, one of whom should be your current or most recent employer who can comment on your suitability for this post.

|  |  |
| --- | --- |
| **Present/most recent employer:** | May we approach your employer before the interview? Yes  No |
| Contact Name: | Click or tap here to enter text. |
| Position/role: | Click or tap here to enter text. |
| Business Name: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Personal Referee:** | |
| Contact Name: | Click or tap here to enter text. |
| Position/role: | Click or tap here to enter text. |
| Capacity in which known: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |

**For the posts where the Person Specification indicates that the post-holder is required to be a practicing Christian:**

|  |  |
| --- | --- |
| **Pastor/Church Leader:** | |
| Contact Name: | Click or tap here to enter text. |
| Position/role: | Click or tap here to enter text. |
| Church name: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |

**8. Supporting Statement**

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences and stating why you are applying for this post. Please continue an additional sheet if necessary.

|  |
| --- |
| Click or tap here to enter text. |

**9. Convictions**

|  |  |
| --- | --- |
| Have you been charged with or convicted of an **unspent** criminal offence; or are you at present the subject of criminal investigations? | Yes  No |
| If yes, please give full details:  Click or tap here to enter text. | |

**10. Declarations**

**A Basic Disclosure will be requested in the event of a successful application.**

|  |  |
| --- | --- |
| Are you willing to undergo an Enhanced Disclosure? | Yes  No |
| Are you prepared to undergo a medical examination at the expense of YMCA Exeter if requested? | Yes  No |
| Are you eligible to work in the UK? If no, please give details. | Yes  No  *If no -* Click or tap here to enter text. |

**I hereby authorise YMCA Exeter to obtain references to support this application and accept and realise YMCA Exeter and referees from liability caused by giving and receiving information.**

**I give express permission for the personal data on this form to be held and processed by YMCA Exeter.**

**I declare that the information I have given on this form is correct and complete. I understand that any false or misleading statements may be sufficient grounds for cancelling any agreements made, or if employed, cause for dismissal.**

|  |  |
| --- | --- |
| Signature: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

YMCA Exeter Telephone: 01392 410530

39/41 St David’s Hill Email: hr@ymcaexeter.org.uk

Exeter

Devon

EX4 4DA