# Young Brent Foundation

**APPLICATION FOR EMPLOYMENT**

Please refer to the job description and person specification before completing the application form. Please use a separate sheet of paper where necessary. As this form may be photocopied, please type or write using block capitals for names.

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| **Post Applied for:** |

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| **Personal Details:** | |
| Surname and Title: |  |
| Forename(s): |  |
| Address: |  |
| Postcode: |  |
| Email address: |  |
| Daytime contact number:  May we contact you at work? |  |

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| **Are you eligible to work in the UK?** |  |
| If Yes, please give details:  *Please note you will be required to produce evidence of your eligibility if selected for interview* | |

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| If you have a disability and require assistance if selected for interview, please indicate below: | |
| Dates not available for interview: |  |
| What notice period are you required to give your current employer? |  |
| How did you hear of this vacancy? |  |

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| **Education and Training:** | |
| Name of School/College: |  |
| University |  |
| Training Programme |  |
| Training Programme |  |

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| **Employment:** *Please provide all previous employment history (continue on a separate sheet if necessary)* | | |
| Current/ recent employer  Name and address | Duration of employment | Position held, nature of work and reason for leaving: |
|  |  |  |
| Previous Employment  Name and address | Duration of employment | Position held, nature of work and reason for leaving: |
|  |  |  |
| Previous Employment  Name and address | Duration of employment | Position held, nature of work and reason for leaving: |
|  |  |  |
| Previous Employment  Name and address | Duration of employment | Position held, nature of work and reason for leaving: |
|  |  |  |
| Previous Employment  Name and address | Duration of employment | Position held, nature of work and reason for leaving: |
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| **Supporting Statement:** |
| Please state why you have applied for this position, and how your experience meets the requirements of the job description and the specification (*continue on a separate sheet if necessary):* |
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| **Criminal Convictions:** |  |
| Do you have any criminal convictions? | YES / NO |
| *If yes please give details on a separate sheet, this should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974* | |

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| **Referees:** | |
| Please indicate whether we can obtain references after an offer of employment has been made:  YES / NO | |
| Please give the names and addresses of two referees (one of whom should be your present or most recent employer). | |
| Name and job title of first referee: | Name and address of another referee: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| How is this person known to you? | How is this person known to you? |

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| **Declaration:** | |
| I confirm that the information on this form is, to the best of my knowledge, true and complete.  I understand that any false statement, or withholding of relevant information, may result in withdrawing a job offer or termination of employment. | |
| Signature: | Date: |

After completion, please return this form to Young Brent Foundation to:

Email: info@youngbrentfoundation.org.uk

In accordance with the Data Protection Act 2014, this form will be used in the recruitment process and may be disclosed to all those who need to see it. It will also form the basis for the confidential personnel record if you are selected. If you are unsuccessful this form will be destroyed after six months. Your signature on this form indicates your agreement for your data to be processed in accordance with the Act.

**Equality Monitoring Form**

Young Brent Foundation is committed to providing equality of opportunity for all and opposes all forms of unlawful or unfair discrimination on the grounds of sex, “race”, nationality, ethnic origin, marital status, age, sexuality, religious belief or disability. In order to ensure the effectiveness of our policy and to meet legal requirements, we monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the characteristics listed below.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process. Young Brent Foundation will store the data confidentially and for the production of de-personalised statistics.

1. **Gender:** Please indicate how you best describe your gender or group:
2. **Disability:** The Equality Act defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long-term effect on their ability to carry out day to day activities. Taking the above information into account, do you consider yourself to be disabled? Yes / No
   1. If ‘Yes’ please provide details:
   2. Please indicate any arrangements which would facilitate a more comfortable interview if you are short listed.
3. Ethnic origin: Please indicate how you best describe your nationality, ethnic origin or group: