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## **EMPOWER YOUTH ZONES APPLICATION FORM**

Please save the application as **YOUR FULL NAME** and submit it by email, to **recruitment@empoweryouthzones.org** Please include in the subject title the job title of the post you have applied for and your full name.

## **PART A: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Location:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **First name:** |  | | |
| **Have you previously been known by any other name/s?**  **Please provide details:** |  | | |
| **Address (including postcode):** |  | | |
| **Phone (for us to contact you):** |  | | |
| **Email:** |  | | |
| **Are you eligible to work in the UK? *(Successful candidates will be required to provide documentary evidence before a job offer is confirmed)*** |  | | |
| **Where did you see the vacancy advertised?** |  | | |

### **PART B: PERSONAL PROFILE**

**We’d love to learn more about you and how your skills and experiences align with our Job Role. This is your opportunity to share details about yourself that demonstrate why you are a great fit for the position. We’re excited to hear what you can bring to the team.**

(You will be able to expand on your experience, competencies and qualifications in Parts C, D and E).

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### **PART C: EDUCATION & TRAINING**

When completing this section, please ensure you refer to the Educational / Vocational section of the Person Specification. We’re mainly interested in how you meet the Essential & Desirable criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Subject** | **Awarding Body** | **Qualification/Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows as necessary*

#### PART D: EMPLOYMENT HISTORY

Starting with your current/most recent employment, **please provide ALL the details requested in each column**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **Start & Finish** | **Employer**  **Name & Address** | **Job Title, Main Responsibilities**  **Major Achievements** | **Final Salary, Reason for Leaving** |
|  |  |  |  |
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|  |  |  |  |

*Please add additional rows as necessary*

**PART E: INFORMATION TO SUPPORT YOUR APPLICATION**

**We are only able to shortlist candidates by matching skills, knowledge & experience to the Essential & Desirable criteria detailed on the Job Description. To give yourself the best chance to move to the interview stage, please show how you meet each point on that list. If you find there’s an Item you don’t fully meet yet, don’t worry – just tell us about your readiness to learn and how you’d work towards gaining that skill.**

**Feel free to keep your responses brief, but if there’s additional information you believe highlights your strengths, please go ahead and include it. We look forward to hearing more about you!**

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#### PART F: REFERENCES

Please give the names and addresses of two people whom we may contact for a reference. Please note that Salford Youth Zone reserves the right to contact any of your former employers.

**References given should cover the last 5 years of your employment.** The first of your references must be your present employer. If you are unemployed, this should be your last employer, or if this is your first job, your headteacher or college tutor. Personal references (e.g. from your GP or friends) are not acceptable.

|  |  |  |
| --- | --- | --- |
|  | **CURRENT EMPLOYER** | **SECOND REFERENCE** |
| **N****ame** |  |  |
| **Job title** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
| **Phone** |  |  |
| **Email** |  |  |

|  |  |
| --- | --- |
| **Who is the first referee to you? (i.e. current Manager)** |  |
| **Who is your second referee to you? (i.e. former Manager)** |  |
| **Can we take up your references before interview?** |  |

#### PART G: GENERAL

|  |  |  |
| --- | --- | --- |
| **REHABILITATION OF OFFENDERS ACT 1974**  ***Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about cautions or convictions which for other purposes are ‘spent’ under the provisions of the Act. Empower Youth Zones has the facility to check for cautions and convictions.*** | | |
| **Have you at any time been cautioned or convicted of a criminal offence?** | |  |
| **If ‘Yes’, please give details in strict confidence.**  ***If completing this form at a job fair, please ask for an envelope so that your application can be sealed.*** |  | |
| **Do you hold a current full driving licence?** |  | |
| **How long have you held this licence?** |  | |
| **Please give details of current endorsements or driving convictions:** |  | |
| **If appointed, how soon could you join us?** |  | |

###### **PART H: DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm the information given on this form is correct and complete. I acknowledge that misleading statements may be grounds for cancelling any agreements made. I understand that an Enhanced Disclosure will be sought in the event of a successful application. | | | |
| **Signed:** |  | **Date:** |  |

If you are sending this form electronically, you will be asked to sign it if you are invited for interview.

For information regarding how OnSide youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy>