

Job Information

Post Applied for:

Personal Information

Name:

(please include salutation
e.g. Mr/Ms/Dr)

Address:

Contact telephone number:

Email address:

Do you hold a current driving license?

Do you have a current right to work in the UK?

You will be asked for proof, if you are invited for interview.

Preferred Working Arrangements (please circle) Full Time Part Time Job Share

If you have circled either part time or job share please let us know your preferred hours.

Education

Please give details of your education history (please add additional rows if necessary)

School and Higher Education	Dates	Qualifications

Employment History

Please provide details of all your employment (please add additional rows if necessary)

Name of Employer	Job title and main responsibilities	Date of leaving and the reason for leaving

References

We use references to corroborate information that you supply. Please provide the names of two people who we can contact for a work and a personal reference. We will not contact these referees without your permission.

Referee 1	Referee 2
What is your relationship?	What is your relationship?

Personal development

Please list your membership of any professional bodies.

Please list any personal development, voluntary work or other responsibilities that are relevant to this application.

Other information

Please use the space below to provide information that explains how you match the requirements of the job as detailed in the job description and person specification provided for this job.

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be considered by us in deciding whether to make an appointment. Any information given will be kept completely confidential and will be considered only by those appraising your suitability for the job for which you have applied. In addition, you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

Have you ever been convicted of a criminal offence? (Please circle)	YES	NO
Are there any alleged offences outstanding against you? (Please circle)	YES	NO
If you answered 'Yes' to either of the above questions, please give details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with this guidance, any information relating to criminal convictions may disqualify your application or, if appointed, result in your dismissal without notice.		

Data Protection

All of the information we collect in this form is necessary and relevant to help us assess your likely performance of the job applied for. We will use the information provided by you on this form, by the referees you have given us, and by the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent, contract legal obligation to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. If you are unsuccessful, your details will be held for six months and then all information will be destroyed.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give Sussex Clubs for Young People Ltd the right to terminate any employment offered. I understand that any offer of employment is subject to the company being satisfied with the results of relevant checks on the information I have given.

Signed:

Date: