



## Employment Application Form

As an organisation working with young people, we adhere to a 'safer recruitment' policy and practice. That means we will ask you some detailed questions on this form about your identity and history.

### Position you're applying for

#### 1. Your identity

Your full name

Former names (if applicable)

Your national insurance number

Your current address

Your email address

Your contact number

#### 2. Tell us about yourself - we'd like to get to know a little about you

#### 3. What skills and experience do you have for this role and how do you meet the person specification?

**4. Please list a full history of your employment in chronological order since leaving secondary education**

Please include periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.

**5. Tell us about your current job, if you have one, and why you are leaving**

**6. Tell us why you want this position with Youthscape**

**7. Tell us about any other information you would like us be aware of as part of your application**

## 8. Declaration of Offences

This post is exempt from the Rehabilitation of Offenders Act 1974. This means you must declare on this form all offences, convictions, cautions, bindovers or any court cases you may have pending. Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

**Have you ever been cautioned or convicted of a criminal offence? If yes, please give details.**

**Have you ever been disqualified from working with children or adults with support and care needs? If yes, please give details.**

**Do you have any unspent criminal convictions or cautions? If yes, please give details.**

**We'll also want to talk to at least two references if we decide to interview you, so please have their contact details ready for us.** One referee should be the your current or most recent employer/line manager, not a colleague. References are not accepted from relatives or friends.

**For roles at Youthscape that include contact with young people:** Where an applicant is not currently working with children, but has done so in the past, we will ask for a reference from the employer by whom you were most recently employed in work with children in addition to your current or most recent employer.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I undertake to inform Youthscape of any changes to this information.

**Signature**

**Date**

**Send this application form to us by post or email.** We'll contact you to tell you if we would like to talk to you at interview.

As this post involves working with or has access to young people and/or their records, we will require an enhanced Disclosure from the Criminal Records Bureau for the successful candidate.

