



“encouraging young people to empower themselves!”

APPLICATION FORM

Important: Do not remove any documents from this form. Complete **ALL** pages (where required) and return the document in full by the closing date.

Produced by Personnel
June 2010



APPLICATION FORM - CONFIDENTIAL

Please complete in bold black CAPITALS.

Youth Action Ltd operates an equal opportunities policy and intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Application for the position of: Administrative Officer (Job Ref: YA-149)

Surname

Forename(s)

Address

Post code

Telephone No NI Number

Education and Qualifications

Certificates may be requested if you are selected for interview.

A. Secondary Education (Names of Schools/Colleges not required)

Table with 2 columns: Year, Qualifications Obtained (Please indicate Level, Subject(s) Grades and Dates awarded)

B. Further, Higher and Professional Education

Table with 4 columns: Name of Institution, From, To, Qualifications Obtained (Please indicate Level, Subject(s) Grades and Dates of award)

References

Give below names and addresses and status of 2 persons from whom references can be obtained - one must be your present/ recent employer. If your present employer is a referee, please indicate whether or not you are agreeable to him/her being approached for a reference, in the event of your being short listed for interview.

1. Name: Status:
Address:
Phone no: Email:
If short-listed for interview, may Youth Action contact this referee? **Yes / No**

2. Name: Status:
Address:
Phone no: Email:
If short-listed for interview, may Youth Action contact this referee? **Yes / No**

Do you hold a current full driving licence? Yes No Not applicable to post

Other qualifications held which may be relevant to this post:

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.....

Do you consider yourself to be Disabled? **Yes / No**

NB: Youth Action encourages people with disabilities to apply for jobs and we have adopted the Disability Symbol. This means we are committed to interview all applicants who meet the minimum criteria for a job vacancy and we will consider them on their abilities.

Declaration

Your attention is drawn to the fact that the post for which you are applying does not entitle an applicant to rely on the provisions of the Rehabilitation of Offenders Act, 1974. Accordingly, all previous convictions must be disclosed.

Have you ever been convicted of any criminal offence or been given an official written caution? **Yes / No**
If yes, please specify date of conviction/caution, Court, nature of offence and sentence imposed:

If appointed, do you give your consent to your response to the above being verified with the Criminal Records Bureau? (Failure to consent may prevent your application from being considered further). **Yes / No**

Where did you see the advertisement for this post?

.....

Declaration

I confirm that this application form is correct, complete and has been filled in to the best of my ability. I understand that if at any subsequent time the information provided is either misleading or false I may be liable to disciplinary action or dismissal from the organisation resulting in disqualification of this application.

Signature of applicant:

Date: ____/____/____

EQUAL OPPORTUNITIES POLICY STATEMENT

Youth Action Ltd is committed to equality of opportunity to all its members whether voluntary or employed by Youth Action. We are committed to equality of opportunity in our recruitment, selection and training programmes no matter how long you have served on the company.

Our policy is that no one involved in Youth Action will receive less or more favourable treatment due to sex, race, colour, ethnic or national origin, religion, creed, sexual orientation, spent convictions, disability, age, appearance, pregnancy or marital status.

Youth Action will aim to promote equality and diversity and will achieve this by working in a way which is representative of the communities we work in by fair and lawful means. Terms, conditions and benefits available to members in the group will be fair and equitable.

Deliberate breaches of this policy will be treated as a disciplinary matter leading to membership of the company becoming void. All breaches of sexual or racial harassment or any other types of activity deemed as harassment will be treated as gross misconduct.

It is responsible of everybody in Youth Action to be fair, responsible, impartial and non-discriminative whilst involved in Youth Action. All members and employees must sign this statement and honour their commitment to ensure our equal opportunities policy is upheld.

EQUALITY & DIVERSITY MONITORING INFORMATION

Youth Action practices equal opportunities in its recruitment and selection processes. Every candidate for any position who meets the minimum entry requirements, whatever their gender, marital status, disability, race, nationality (subject to immigration) or age (subject to company policies).

We want to ensure that our commitment to equal opportunities works in practice. To enable us to monitor our effectiveness in doing so we need to gather basic information on all applicants.



INVESTORS IN PEOPLE

We would appreciate your help in completing the questionnaire below. Completing this form is voluntary. The information provided will be treated in complete confidence and will have no effect on your application. This section of the form will be detached from this form and the data held and used separately for equality proofing purposes.



You must return this document with your application form.

EQUALITY & DIVERSITY MONITORING FORM

Age Monitoring	Date of Birth	DD / MM / YY	Age	
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Disability Monitoring – Disability Discrimination Act 1995

The Disability Discrimination Act 1995 defines disability as: ‘a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities’.

Do you consider yourself to have a disability/impairment?	Disabled		Non Disabled		Prefer Not To Say	
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If you can disclose your impairment(s) please state what they by ticking the relevant boxes below. If it is not listed below please state what they are in this box:

Learning Difficulty	Visually Impaired	Long term or Life-Limiting Illness	Mental Health Issues	Multiple Disabilities	Physical Disability	Sensory Disability

Faith Monitoring – Employment Equality Regulations 2003

Please Indicate Your Religion or Belief if you have one. If it is not listed in the boxes or you have selected ‘other’ below please state what this is in this is.

Baahai	Buddhism	Christianity	Hindu	Islam	Jew	Sikh	Prefer Not To Say

Gender Monitoring	Male		Female		Transgender	
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Racial/Ethnicity Monitoring – Race Relations (Amendment) Act 2000

Asian or Asian British				Black or Black British			Chinese	Roma and Travellers
Indian	Pakistani	Bangladeshi	Other Asian background	Caribbean	African	Other Black background	Chinese	Roma
Dual Heritage				White			Irish	Other Ethnic Group
Black Caribbean & White	Black African & White	Asian & White	Other Dual Heritage background	White British	White Irish	Other White background	Irish Traveller	Other – State In Box Below of X if you Prefer Not To Say

Sexuality Monitoring – Employment Equality Regulations 2003

Please Indicate Your Sexual Orientation.

Bisexual	Gay	Lesbian	Straight/Heterosexual	Other	Prefer Not To Say	Other

INFORMATION FOR DISABLED CANDIDATES ONLY

Policy Statement:

Youth Action welcomes applications from all sectors of the community, including candidates with a disability.

Definition:

The Disability Discrimination Act 1995 defines disability as: 'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

Arrangements If Selected for Interview:

You are asked to indicate whether you would need any of the following arrangements to be made if you were invited for interview. Please tick your selection below and complete your name etc at the foot of this document also. **You must return this document with your application form.**

This form only applies to those applicants who are disabled.

Interview Information on Audio Tape:

Induction Loop in Interview Room:

Interview Information in Large Format:

Wheel Chair Accessible Location for Interview:

Car Parking Space for Interview:

Facility for Personal Carer, Assistant or Other Person to Accompany You At Interview:

Sign Language Interpretation or Assistance with Communication at Interview:



INVESTORS IN PEOPLE

Please specify any other facilities which you would like to be made available on the day:

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Forename:		Surname:	
Post Applied For:		Job Reference Number:	

Thank you for your assistance.

What next?

CV's alone will not be accepted. Fully completed application forms (along with all supplementary information) should be returned to:

HR Department
Youth Action
First Floor
St John's Court
Ainsworth Street
Blackburn
Lancashire
BB1 6AR

Please mark your envelope 'Private'

**PLEASE ENSURE THIS APPLICATION IS FULLY COMPLETED AS
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

All information provided by the company is correct at the time of going to print.

For Office Use Only –		
This candidate was:		
Shortlisted	Interviewed	Appointed
Please mark 'X' in the appropriate box		

