





#### **ABOUT THE ROLE**

Position applied for		
Have you previously applied for any other position in the organisation?	Yes	No
If yes, please give brief details		
How did you hear about the role? (e.g. Indeed, Facebook, Our website)		

#### **PERSONAL INFORMATION**

Name		
Address		
Phone Number		
Email Address		
National Insurance Number		



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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes	No		
If yes, please provide details.				
If you are successful in your application, would you require a work permit prior to taking up employment?	Yes	No		
If yes, please provide details.				
Do you have any unspent convictions, cautions, reprimands or warnings? (Before you answer this question we must make you aware that you need to disclose any convictions, cautions, warnings, reprimands and previous or pending investigations as these will all appear on DBS checks, and non-disclosure of the information may prevent your acceptance as a Wigan Youth Zone employee. The reason for the above question is based around not only child protection and health and safety but also around trust and honesty between the candidate and Wigan Youth Zone.)	Yes	No		
If yes, please provide details.				
Do you hold a current driving license?	Yes	No		
Please provide details of any current endorsements on your driving license. (e.g. penalty points or driving convictions)				



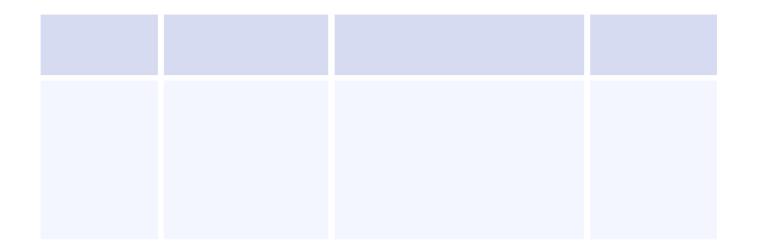
# **EMPLOYMENT HISTORY**

Please provide any information that highlights your skills, and the experience gained in your previous employment, including any voluntary work you may have carried out.

Please provide as much information as possible including any periods when self-employed, unemployed, working abroad etc. in the 'gaps in your employment and education' section below. **(Starting with your most recent employer).** 

Dates (Start and End)	Name and Address of Employer	Job Title, Main Duties and Responsibilities, Major Achievements	Salary on Leaving and Reason for Leaving





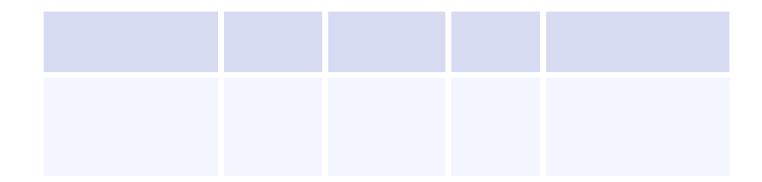
## **EDUCATION**

Please list all relevant education, training, professional qualification and professional memberships. Please provide as much information as possible including any periods of time out for travelling, casual work etc. in the following 'gaps in your employment and education' section below.

Name & Address of school/college/ organisation	Dates (start and finish)	Subject	Awarding Body	Qualification/Grades



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## **GAPS IN EMPLOYMENT**

Dates (Start and End)	Reason for Gap

Are you prepared to make a statutory declaration for any 'gaps' in your
employment/education history as shown above?
Yes
No



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## **SUPPORTING INFORMATION**

Looking at the Job Description and Person Specification, please explain how your skills, knowledge and experience meet the requirements of the jobs. Please also give any further information that is relevant to your application.



## REFERENCES

Please list the names and addresses of at least two people from whom a character reference may be obtained. One of which should be your most recent employer.

Please delete as necessary if you **do or do not** wish us to contact your references prior to interview Yes/No

Name	Address	Tel Number and Email	Relationship

#### DECLARATION

I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process may render my contract of employment, if I am appointed, liable to termination.

Signature:

Date:

Please return this form by email to: <u>hr@wiganyouthzone.org</u> or by post to Lisa Potter, HR & Office Manager, Wigan Youth Zone, Parsons Walk, Wigan, WNI 1RU.

I consent to my details being held for the purposes of recruitment and selection, and am aware that my data will only be held for as long as necessary in accordance with data retention guidelines and Wigan Youth Zone's privacy policy

No