

HEMLINGTON DETACHED YOUTH WORK PROJECT LIMITED

The Bungalow, Recreation Centre, Cass House Road, Hemlington, Middlesbrough, TS8 9QW

Tel: 01642 591955 E-mail: [jobs@hemlingtonlinx.org](mailto:jobs@hemlingtonlinx.org)

A Company Limited by Guarantee registered in England No. 28793R

**APPLICATION FORM**

**For your application to be considered, it is essential that you complete**

**ALL sections of this form.**

**Please do not include your CV – it will not be accepted, other than for Youth Work Apprentice Posts**

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| --- | --- |
| Title of position/role applied for |  |
| Job reference number |  |

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| **ABOUT YOU** | |
| Family name (e.g. surname) | Surname at birth/previous surnames |
| Forename(s) | Preferred name |
| Title (e.g. Mr, Ms. Mrs. Miss, Dr) |  |
| Current address | Post code |
| Email address (if applicable) | National Insurance Number: |
| Telephone numbers | Home |
|  | Work (if convenient) |
|  | Mobile |
| Do you have a driving licence?  If YES driving licence number and category | Yes No |

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| Are you related to any Elected Committee Member or Members of Staff of Hemlington Detached Youth Work Project?  If YES please give details: |

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| **EMPLOYMENT HISTORY** | | | | | | |
| Current/last employer's name: | | | Name and job title of your manager: | | | |
| Position you held: | | | | | | |
| Position held from: | | | To: | | | |
| Reason for leaving | | | | | | |
| Brief outline of duties | | | | | | |
| **Previous Employment/Volunteering**  (Over the last 10 years, listing the latest employment/volunteering first) | | | | | | |
| Name and  address of  previous  employer(s)/volunteer organisation(s) | Position  held | Brief description of  duties | | From | To | Reason for  leaving |
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| **Gaps in employment**  **Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview** | | | | | | |
| **FROM** | **TO** | | **REASON** | | | |
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**Continue on separate sheet or add additional rows, if necessary**

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| **Educational, Professional and Vocational Qualifications** | | | | |
| Establishment  (School/College/University/Training Provider) | From | To | Subject/Qualification | Grade |
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**Continue on separate sheet or add additional rows, if necessary**

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| **PERSONAL STATEMENT** |
| This section gives you an opportunity to tell us more about yourself and your suitability for the role.  Please tell us how you meet the requirements listed in the person specification and job description. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience. |

Continue on separate sheet(s), if necessary. If completing this as a hard copy please use no more than three additional sheets of paper to complete this and write your name, job/role title and reference number on each additional sheet. Make sure any additional sheets are numbered and attach them securely to your application form.

|  |  |
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| **REFERENCES/REFEREES** | |
| Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference must be used.  If the post you are applying to involves work with vulnerable groups, including children/young people and you have worked in these sectors previously, one reference must be able to make reference to your work with vulnerable groups, including children/young people.  References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee. | |
| **Referee One:**  **NAME:**  **RELATIONSHIP TO CANDIDATE:**  **POSITION HELD:**  **ORGANISATION:**  **ADDRESS:**  **POSTCODE:**  **EMAIL:**  **TELEPHONE:** | **Referee Two:**  **NAME:**  **RELATIONSHIP TO CANDIDATE:**  **POSITION HELD:**  **ORGANISATION:**  **ADDRESS:**  **POSTCODE:**  **EMAIL:**  **TELEPHONE:** |
| **Can this referee be contacted without further reference to you?** | **Can this referee be contacted without further reference to you?** |
| **I declare that the information given on this application is true and correct and understand that any offer of employment will be made on this basis. I understand that direct or indirect canvassing of Board of Management Members or Employees in connection with this application will disqualify me.**  **I have signed, dated and enclosed my Self Declaration Form also.**  **Signed: Date:** | **Return your completed application and self -declaration form to:**  **LINX**  **Hemlington Detached Youth Work Project LTD**  **The Bungalow, Recreation Centre**  **Cass House Road**  **Hemlington**  **Middlesbrough**  **TS8 9QW**  **Or email to:** [**jobs@hemlingtonlinx.org**](mailto:jobs@hemlingtonlinx.org)  Email applications are acceptable but you will be asked to sign the declaration if you are invited for interview.  **Late applications will not normally be considered**. |

**N.B.**

**Data Protection 1998**

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.