

| Position applied for: Click or tap here to enter text. |
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| Where did you first learn of this vacancy? Click or tap here to enter text. |

**Personal Details and Contact Details**

| Forename(s) (in full): Click or tap here to enter text. Surname: Click or tap here to enter text. | | |
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| Please also provide details of any former names (if applicable): Click or tap here to enter text. | | |
| Home Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | Mobile No: | Click or tap here to enter text. |
| Daytime Telephone No: | Click or tap here to enter text. |
| National Insurance No: | Click or tap here to enter text. |
| E-mail: Click or tap here to enter text. | | |

**Entitlement to work in the UK**

| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you? **Yes\* ☐** **No ☐**  \*If yes – please give details of any restrictions:  Click or tap here to enter text. |
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**References**

Please provide details of two referees who can comment on your suitability for this post. The first referee must be your current or most recent line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you have worked with children, one of your references must cover this period. In line with the Youth Adventure Trust’s Safer Recruitment procedures, references will be required prior to second interview and the content discussed at interview. References will be taken up in writing, and in some cases through telephone conversations. If you do not wish us to contact a referee prior to interview, please indicate below. This will be discussed directly with you in advance of progressing your application. Any job offer will be subject to the receipt of two satisfactory references.

| **Referee 1 (current or most recent employer)** | | **Referee 2** | |
| --- | --- | --- | --- |
| Can this referee be contacted prior to interview?  Yes / No *(delete as applicable)* | | Can this referee be contacted prior to interview?  Yes / No *(delete as applicable)* | |
| Name: Click or tap here to enter text. | | Name: Click or tap here to enter text. | |
| Relationship to applicant: Click or tap here to enter text. | | Relationship to applicant: Click or tap here to enter text. | |
| Position: Click or tap here to enter text. | | Position: Click or tap here to enter text. | |
| Employer / Organisation Name:Click or tap here to enter text. | | Employer / Organisation Name:Click or tap here to enter text. | |
| Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | | Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | |
| Telephone No: | Click or tap here to enter no. | Telephone No: | Click or tap here to enter no. |
| E-mail: | Click or tap here to enter text. | E-mail: | Click or tap here to enter text. |

**Current Employment** (or last employment if not currently employed)

| Employer / Organisation Name: | Click or tap here to enter text. | | | | |
| --- | --- | --- | --- | --- | --- |
| Employer Address: | Click or tap here to enter text. | | | | |
| Post Title: | Click or tap here to enter text. | | | | |
| Start date (dd/mm/yyyy): | Click or tap here to enter text. | End date (dd/mm/yyyy): (if applicable) | | | Click or tap here to enter text. |
| Please give a brief description of duties, responsibilities and achievements: | Click or tap here to enter text. | | | | |
| Reason for leaving this post: | Click or tap here to enter text. | | | | |
| What is your contractual period of notice? | Click or tap here to enter text. | | Current Salary: | Click or tap here to enter text. | |

**Previous Employment**

Please list all your employment history (including part-time or voluntary work).

| Name and Address of Employer / Organisation | Job Title | Start Date (dd/mm/yyyy) | End Date (dd/mm/yyyy) | Reason for Leaving |
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**Gaps in Employment**

Please indicate and explain any gaps in employment since leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

| Dates from: | Dates to: | Reason for gap |
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**Education**

| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
| --- | --- | --- | --- | --- |
| Click or tap here to enter text. | Level | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Other training and development (including professional, vocational or job-related training)**

| Title and brief description of course | Date |
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**Membership of Professional Associations or Statutory Body**

| Organisation Name | Level of Membership/Role/Registration No. (if applicable) | | Registration Date | | | |
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| **Reasons for applying for this post**  This section is the most vital part of the form. In no more than 1000 words please give us specific information to support your application, providing evidence to show how your skills, abilities, knowledge and experience meet the role description and person specification. Please provide examples which relate directly to the post you are applying for: |
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**Additional Information**

Please tick the relevant box and provide additional information where applicable.

| Do you hold a current driving licence? | Yes | ☐ | No | ☐ |
| --- | --- | --- | --- | --- |
| Please confirm whether this will be your only employment? | Yes | ☐ | No\* | ☐ |
| \* If no, provide details including days and hours worked:  Click or tap here to enter text. | | | | |
| Do you have any personal, family, or business relationships with anyone within the Youth Adventure Trust? If yes, please give details: *(We are asking this question to ensure that any potential conflicts of interest are known and discussed during the recruitment process)*  Click or tap here to enter text. | | | | |

**Safeguarding and Safer Recruitment**

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and requires all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Where a post is not defined as “regulated activity”a Basic DBS check will be carried out. Any offer of employment is conditional upon receiving a Disclosure and Barring Service check which the organisation considers to be satisfactory.

The [Rehabilitation of Offenders Act 1974](https://www.legislation.gov.uk/ukpga/1974/53/contents) sets out what employers can ask applicants about their previous cautions or convictions. Certain roles are designated as exempt from the Act, which allows employers to ask applicants for more information about their past record. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The Ministry of Justice has produced [guidance](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) which explains which convictions must be declared when applying for a role and what the exceptions are.

**Declarations**

| * I declare that the information I have given on this form is complete and accurate. * I consent to the relevant checks being completed including Right to Work in the UK and references. * I understand that to knowingly give false information or to leave out any relevant information could result in: * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution. * I understand these details will be held in confidence by the Youth Adventure Trust for the purposes of assessing this application and ongoing personnel administration (where applicable) in compliance with the Data Protection Act 1998.   Signed: Date: |
| --- |

**Please return this form to:**

Louise Balaam, Director of Fundraising

**By Email:**

[louise@youthadventuretrust.org.uk](mailto:louise@youthadventuretrust.org.uk)

**By Post:**

Youth Adventure Trust

Regus House

Windmill Hill Business Park

Whitehill Way

Swindon

SN5 6QR

**Data Protection Statement**

For information about how we use your data, please see the Privacy Policy on our website www.youthadventuretrust.org.uk/privacy, or request a hard copy by calling 0330 123 2446.

**Equal Opportunities and Diversity Statement**

Youth Adventure Trust is an equal opportunities employer, values diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.