**Youth Commission for Guernsey and Alderney**

**Application Form**

**Job Applied for:** Playscheme Worker

**Personal details**

|  |
| --- |
| First name:      Surname: |
| Full Address: |
| Contact telephone number:       (home)        (mobile) |
| Email address: |
| Social Security Number: |
| Do you have a Right to Work in Guernsey: |

**Other details***Only complete questions (a) to (c) if the person specification says you need a current full driving licence*

|  |  |  |
| --- | --- | --- |
| 1. Do you have a current full driving licence? | Yes | No |
| 1. What category of license do you hold? |  | |
| Where did you see the advertisement for the post? | | |

**Section 1 – Working for the Youth Commission and Relevant Experience**  
Please provide the following information by answering the questions below. The information you provide will be used as a basis for shortlisting.

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| --- |
| 1. Using the job description and additional information, please provide examples of your past experience that demonstrate your skills and capabilities against each of the essential elements of the person specification, and where possible, how you meet the desirable elements. You do not need to limit your experience to paid work- volunteering and homebased, social or community activities can also be included. *(For this question you should provide no more than one side of A4 e.g. using size 12 font).* |
|  |
| 2. How could you demonstrate the Youth Commission’s mission to provide safe, supportive environments where young people can experience new opportunities, overcome barriers, develop skills and build confidence? (Maximum word count 250). |
|  |

**Section 2 - Employment Experience**

**Current employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **From (month/year)** | **To (month/year)** | **Name and address** | **Job title and brief summary of responsibilities** |
|  |  |  |  |
| Current salary: | | | |
| Notice period: | | | |

**Previous employers**

Please start with the most recent, including paid and unpaid work and explain any gaps in employment below.

|  |  |  |  |
| --- | --- | --- | --- |
| **From (month/year)** | **To (month/year)** | **Name and address** | **Job title and brief summary of responsibilities** |
|  |  |  |  |
|  |  |  |  |
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**Gaps in your employment – Please provide reason/information for any gaps in employment**(verification of employment gaps will be required if an offer of employment is made)

|  |  |  |
| --- | --- | --- |
| **From (month/year)** | **To  (month/year)** | **Reason** |
|  |  |  |

**Section 3 - Education and Training**

Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. It is the Youth Commission’s policy to verify the qualifications of all successful job applicants.

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| --- | --- |
| **Qualifications** | **Grade** |
|  |  |

**Section 4 - Professional Membership**Please give details of any relevant professional registrations or memberships held.

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| --- | --- |
| **Professional Body** | **Membership or Registration type** |
|  |  |

**Section 5 – References**

As a childcare charity, safeguarding and protecting children is an integral part of our work. We are rigorous in our reference checks for this reason. Please give the names and contact details of at least two referees which must cover at least the last 5 years of your employment **(for roles working with children and/or vulnerable adults)** or two years **for all other roles**. One of your referees should be your line manager at your current employment or if you are unemployed, your line manager at your date of leaving. If you have not been employed before, your head teacher or college tutor are appropriate. If you have worked in a voluntary or unpaid capacity e.g. as a member of a Parents Teachers Association, you could include the Chair of the committee among your references. Please note that the Youth Commission reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you.

All job offers are made subject to all required pre-employment checks which include satisfactory references.

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| --- | --- |
| **Current Employer (Line Manager)** | **Previous Employer (Line Manager when you left)** |
| Name:        Relationship to you:        Their occupation:        Organisation:       Email:  Address:        Telephone number:  Can we contact your current employer prior to any conditional offer of employment?  Yes  No | Name:        Relationship to you:        Their occupation:        Organisation:       Email:  Address:        Telephone number: |
| **Previous Employer** | **Previous Employer/Education/Personal Referee** |
| Name:        Relationship to you:        Their occupation:        Organisation:       Email:  Address:        Telephone number: | Name:        Relationship to you:        Their occupation:        Organisation:       Email:  Address:        Telephone number: |

**Section 6 – Safeguarding Information**

**Posts working with children or vulnerable adults (only complete if the role you are applying for involves working with these groups).**

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups and it is a criminal offence to apply. If you are applying for a job that involves working with children or vulnerable adults, you are asked to declare whether you are disqualified.   
  
Full details of what constitutes “disqualification” is set out in the regulations at <http://www.legislation.gov.uk/uksi/2009/1547/contents/made>.

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| --- | --- | --- |
| Are you disqualified from working with children and/or vulnerable adults? | Yes | No |

Section 8 - Declaration

I confirm that the information that I have given is correct and complete and that any false statements or omissions may result in any conditional offer of employment being withdrawn or if employed, render me liable to dismissal without notice and in some instances, referral to the police.

I understand and agree that the data I have provided will be used and processed for recruitment purposes. I also understand and agree that should I become an employee; the information will also be used for employment related purposes.

I agree to the Youth Commission holding and processing the data supplied in this application form, in accordance with the principles of the Data Protection Act.

Signed       Date:

If returning electronically, please tick this box in absence of a signature to confirm your acceptance to the Declaration