**POSITION APPLIED FOR \_\_\_\_\_Assistant Youth Support Worker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFERENCE NUMBER \_\_\_\_\_LYMCAAYSW24\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FORM**

**(PLEASE TYPE OR USE BLACK INK)**

**PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Tel no |  |
| D.O.B |  |
| Email |  |
| National Insurance no. |  |

**EDUCATION**

School/College

|  |  |  |
| --- | --- | --- |
| Dates  from to | Names of schools and colleges attended | Examinations taken, results obtained, subjects passed |
|  |  |  |

**Degree or Diploma**

|  |  |  |
| --- | --- | --- |
| Institution | Date/Year | Qualification |
|  |  |  |

**Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| Qualification | Grade | Qualification Body |
|  |  |  |

**PRESENT & PREVIOUS EMPLOYERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of present / most recent employer |  | | |
| Post held |  | | |
| Duties of Post |  | | |
| Date Appointed |  | Present Salary |  |
| Period of Notice |  | Leaving date (if applicable) |  |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer company name |  |  |  |  |
| Dates of employment |  |  |  |  |
| Address |  |  |  |  |
| Job title and role |  |  |  |  |
| Duties |  |  |  |  |
| Reason for leaving |  |  |  |  |

**Technical, Professional or Occupational Training, to include apprenticeships, articles, evening, full-time day and day release courses, correspondence courses, company courses.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Type of Training | Subjects Studies | College, Firm, Institute | Qualifications Gained |
|  |  |  |  |  |

**Community / Voluntary / Unpaid Work**

|  |  |
| --- | --- |
| Organisation / Community | Duties Undertaken |
|  |  |

**RELEVANT EXPERIENCE TO THIS POST**

Please provide examples of how your skills, experience and abilities relate to this post.

|  |
| --- |
| 1. **Essential Criteria** |
| Outline your experience to date of work with children and young people. |
|  |

|  |
| --- |
| 1. **Skills** |
| Demonstrate your communication and interpersonal skills. |
|  |

|  |
| --- |
| 1. **Personal Qualities** |
| Demonstrate your personal qualities including confidence, confidentiality, ability to motivate self and others and empathy. |
|  |

|  |
| --- |
| 1. Other requirements. |
| **Delete as appropriate**  Do you hold a current Driving Licence? YES / NO Driving Licence no. \_\_\_\_\_\_\_\_\_\_\_\_\_  Are you available to work evenings and weekends as required? YES / NO   |  |  | | --- | --- | | **REFERENCES - Give names and addresses of two persons (not relations) one of whom should be your most recent employer.** | | | **1 Name**  **Occupation** | **Address** | | **2 Name**  **Occupation** | **Address** | |

# **DECLARATION OF CRIMINAL CONVICTIONS**

The nature of the job for which you are applying will bring you into direct contact with children and young people, either as service users in their own right or the children of service users

Accordingly this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore you are required to disclose information about all criminal convictions, both current and spent.

Declaration of a conviction will not necessarily mean disqualification from appointment. However, if it is subsequently found that you failed to declare a conviction, this will be regarded as gross misconduct, which could lead to your employment being terminated.

If your application is successful, the YMCA reserves the right to carry out a criminal background check through Access NI.

The information you provide will be used solely for the purposes of this recruitment exercise and will be used

for no other purpose.

Name:

# Post applied for:

Please give details, including date, offence and sentence of all criminal convictions [spent *and* unspent] below:

*If none, please write none and sign and date*

Signed

Date

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form when complete should be emailed along with a completed Equal Opportunities form to:**

**jayden@larneymca.org**

**Please list job reference number and the name of the position for which you are applying in your email.**