**Job Application Form**

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| ***YOUR DETAILS*** | | |
| Pronouns: | | | they/them, he/him, zi/zir, it/its, she/her, xe/xem… |
| Surname: | | |  |
| Other Name(s): | |  |
| Address: | |  |
| Contact Telephone No. | |  |
| Email: | |  |
| ***Right to work in the UK*** | | |
| ***If relevant****, please state if you need a permit to work in the UK and provide further details of any entry requirements or residence conditions below:* | | |
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| **References** | | | | |
| Please give details of two relevant references. One should be your current or most recent employer: | | | | |
| **Referee 1** | | | | |
| Name | |  | | |
| Title | |  | | |
| Position | |  | | |
| Relationship to applicant | |  | | |
| Telephone/mobile | |  | | |
| Email | |  | | |
| **May we contact this referee prior to the post being offered (Yes or No)?** | | | | |
| **Referee 2** | | | | |
| Name | |  | | |
| Title | |  | | |
| Position | |  | | |
| Relationship to applicant | |  | | |
| Telephone/mobile | |  | | |
| Email | |  | | |
| **May we contact this referee prior to the post being offered (Yes or No)?** | | | | |

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| ***EQUAL OPPORTUNITIES MONITORING FORM*** |
| YMCA Swansea is an equal opportunities employer and wants to meet the aims and commitments set out in our Equal Opportunities Policy. This includes not discriminating under the Equalities Act 2010, building an accurate picture of the make-up of the workforce and encouraging equality and diversity. All information disclosed will be treated as strictly confidential and processed in accordance with GDPR, 2018. |
| **CONSENT** |
| Please sign below to confirm that you consent YMCA Swansea to process your personal information provided below only for the reasons stated above.  Signed:  Date: |

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| ***SECTION 1 CONTINUED*** | | | | | |
| Date of Birth |  | Age |  | Gender |  |
| Sexual Orientation: |  | | | Religion or Belief |  |
| Current working pattern (i.e. Full or Part Time) |  | | | Flexible working arrangements in place (if any) |  |
| Do you have any caring responsibilities (tick all that apply)? | | | | | |
| None |  | | | Primary carer of child(ren) under 18 |  |
| Primary carer of disabled child(ren) |  | | | Primary carer of older person |  |

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| **ETHNIC BACKGROUND –** To which ethnic group do you consider yourself to belong? UK defined | | | |
| White: Welsh |  | White: British |  |
| White: English |  | White: Northern Irish |  |
| White: Irish |  | White: Gypsy or Irish Traveller |  |
| White: Other (please specify) |  | Mixed/Multiple Ethnic Groups: White & Asian |  |
| Mixed/Multiple Ethnic Groups: White & Black African |  | Mixed/Multiple Ethnic Groups: White & Black Caribbean |  |
| Mixed/Multiple Ethnic Groups: Other (please specify) |  | Asian or Asian British: Indian |  |
| Asian or Asian British: Pakistan |  | Asian or Asian British: Chinese |  |
| Asian or Asian British: Other (please specify) |  | Black/African/Caribbean/ Black British: African |  |
| Black/African/Caribbean/ Black British: Caribbean |  | Black/African/Caribbean/ Black British: Other (please specify) |  |
| Other Ethnic Group: Arab |  | Other Ethnic Group (please specify) |  |

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| Disability – Do you consider yourself to have a disability or health condition (tick one)? | | | |
| Yes |  | No |  |
| What is the effect or impact your disability or health condition has on your ability to carry out day-to-day and/or work activities? Please detail below. | | | |
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| If you need any reasonable adjustments during any stage of the recruitment process, please detail below. | | | |
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| **CURRENT EMPLOYMENT** | |
| Job Title: |  |
| Salary: |  |
| Brief Outline of Duties: |  |
| Name & Address of Employer: |  |
| Dates from/to: |  |
| Notice period: |  |

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| **Previous Employment** | |
| Job Title: |  |
| Brief Outline of Duties: |  |
| Name & Address of Employer: |  |
| Dates from/to: |  |
| Reason for leaving: |  |

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| **Previous Employment** | |
| Job Title: |  |
| Brief Outline of Duties: |  |
| Name & Address of Employer: |  |
| Dates from/to: |  |
| Reason for leaving: |  |
| **Previous Employment** | |
| Job Title: |  |
| Brief Outline of Duties: |  |
| Name & Address of Employer: |  |
| Dates from/to: |  |
| Reason for leaving: |  |

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| Explanation(s) of any period (e.g. gaps in employment) not mentioned above |
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| Please state any interests and hobbies that you may have and wouldn’t mind sharing below: |
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| **LANGUAGES**  Please indicate level of fluency: basic, fair, good or fluent | | | |
| **Language(s)** | **Oral** | **Written** | **Reading** |
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| **EDUCATION AND TRAINING** | | |
| **Subject** | **Level / Qualification** | **Grade/Outcome** |
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| **Name of Training Course** | **Course Provider** | **Grade/Outcome** |
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| **DRIVING DETAILS** | | | | |
| Do you hold a current full UK Driving Licence (tick)? | Yes |  | No |  |
| If yes, do you have any endorsements on this licence (tick)? | Yes |  | No |  |

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| **AMBITION** | | | | |
| What attracted you to work at YMCA Swansea – 500 words |  |  |  |  |
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| Why are you particularly interested in this post? – 500 words | | | | |
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| **RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE** |
| **Please pay particular attention to this section**. **It is the most important part of your application, as it is where you have the opportunity to tell us what makes you the ideal candidate for this post.**  Your application will be assessed against the personal specification detailed within this application pack, which is a list of requirements for the role. You should refer to and address each point of the person specification separately, giving evidence of what skills, experience, and knowledge you have in each of the areas, which will be either essential or advantageous for this job.  We look for specific evidence so please give relevant examples where possible from your academic, professional, voluntary, or personal life. |
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| ***DECLARATION*** | |
| I certify that the information in this application is true to the best of my knowledge and I understand that providing false or misleading information may disqualify me from appointment, or if already appointed, may render me liable to disciplinary action, which could lead to dismissal. | |
| Signed: |  |
| Date: |  |