



APPLICATION FOR EMPLOYMENT

Danson Youth Trust

Post _____

Section 1 - Personal Details

Surname:		Title (Mr/Mrs/Ms etc):	
First names:			
Address:			
		Post code:	
Date of birth:	Age:	National Insurance no:	
Home telephone no:		Daytime work telephone no:	
Mobile telephone no:		E-mail address:	
If currently employed may we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Section 2 - Employment Record

Present or Most Recent Employer

Dates employed: from:	to:	Job title:
Employer's name and address:		
Post code:		
Annual salary or wage:	Other benefits:	
If in current employment notice required by employer:		

Previous Employers (Please list all previous employers since leaving school, most recent employer first)

Employer's name & full address	Position(s) held	Dates (month/year)		Reason for leaving (Explain any gaps between separate employment)
		from	to	

Continue on separate sheet if necessary

Job ref no:

Closing date:

Section 3 - Formal Education and Training

Education - Qualifications obtained

School/colleges, Universities or Institutes of Further Education	Dates awarded	Qualification gained including grade

Details of any Membership(s) of Professional Associations/Bodies

Member details:	Date awarded:

Education qualification(s) currently being pursued

College/University or Institute	Expected date to receive qualification	Qualification(s) currently being taken

Training - Relevant work related courses

Training organisation	Date and duration	Course title and subjects covered

Continue on separate sheet if necessary

Section 4 - References

Please give details of two referees who have or had managerial/supervisory responsibility for you, one of which must be your manager with your current/most recent employer.

1. Name: <small>(current/most recent employer)</small>	2. Name:
Job title:	Job title:
Address:	Address:
Post code:	Post Code:
Tel: Fax:	Tel: Fax:
E-mail address:	E-mail address:

May your present employer be contacted if you are shortlisted? Yes No

Section 5 - Relevant Experience and Skills

Shortlisting and selection will be based on the criteria set out in the Person Specification.

Please indicate how you satisfy each criteria of the Person Specification drawing on evidence from your personal and work experience, (paid and unpaid) education and training.

Continue on separate sheet if necessary

Section 6 - Disclosure of Information

Miscellaneous

Do you hold a current valid driving licence? YES / NO Do you own or have use of a car? YES / NO

Do you require a work permit? YES / NO

Do you hold a current CRB? YES / NO

Are you currently undergoing any criminal investigation YES / NO

Give details of any unspent criminal convictions

Sickness Records

Number of days absent from work due to sickness in the last three years _____

Number of occasions absent from work due to sickness in the last three years _____

Disability Information

Do you have a disability/medical condition that affects your daily activity which may require special working arrangements? YES / NO

Section 7 - Declaration

Where did you see the advertisement for this job? _____

If you are related to any Elected Member or officer of Bexley Council and/or Danson Youth Trust, Please give details

IMPORTANT. *Canvassing of members or staff directly or indirectly in connection with any appointment shall disqualify the candidate.*

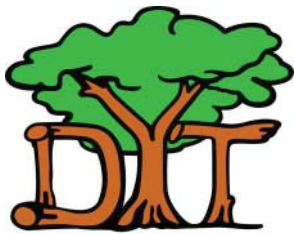
Return this form to: **Danson Youth Trust**
Danson Youth Centre
Brampton Road
Bexleyheath
DA7 4EZ

Please mark the envelope 'Application for Appointment - Private and Confidential'

I declare that the information contained in this application is complete and correct.

(You are advised that if you provide false, misleading or incomplete information an offer of appointment will be withdrawn or if you have commenced employment such employment will be terminated summarily. By signing and returning this application form, you consent to Danson Youth Trust using and keeping information about you provided by you or by third parties, such as referees relating to your application or future employment in accordance with the principles of the Data Protection Act 1998)

Signature: _____ Date: _____



RECRUITMENT MONITORING FORM

Danson Youth Trust

Post _____

Danson Youth Trust operates a policy to ensure that all appointments are made on merit. To help us monitor the effectiveness of this policy, you are asked to complete this form ticking the appropriate boxes and return it with your application.

The information will be separated from your application form as soon as it is received and will not be passed on to anyone involved in shortlisting or appointment to this post.

Name: _____

Section 1 - Sex

Male

Female

Section 2 - Disability

Would you describe yourself as having a disability? A person is defined by the Disability Discrimination Act 1995 as having a disability if he or she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities."

Yes

No

Section 2 - Ethnic Group (tick one)

A White

British

Irish

Any other White background,
please write in

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background,
please write in

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background,
please write in

D Black or Black British

Caribbean

African

Any other Black background,
please write in

E Chinese or other ethnic group

Chinese

Any other Chinese background,
please write in

The information provided will be treated confidentially. The data will be held securely on the Danson Youth Trust's personnel information systems in accordance with the principles of the Data Protection Act 1998 for obtaining and processing "sensitive" personal data and will not be published on an individual basis.

I confirm that the above information is accurate and give my consent to Danson Youth Trust processing this information only for the purposes of monitoring, assessing and developing employment policies and practices.

Signature: _____ Date: _____

Office Use Only

Job Reference

Closing date month/year

Long Listed

Short Listed

Appointed