



## **INSTRUCTIONS**

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

### **POST APPLIED FOR:**

Please ensure you complete the whole form using BLOCK CAPITALS for the Personal Details section and printing the remainder clearly. Please use BLACK INK.

### **DRIVING DETAILS:**

Please ensure you answer all the questions in this section.

### **REFEREES:**

2 Referees are required, which will be taken up if the position is offered.

### **EMPLOYMENT HISTORY:**

Please list chronologically starting with your most recent appointment.

### **VOLUNTARY WORK:**

If you have had no experience of voluntary work, please draw a line across this box.

### **DECLARATION:**

You must complete the declaration.

## **APPLICATION FOR EMPLOYMENT**

Post applied for:

Please complete this form in BLOCK CAPITALS and use BLACK INK or ballpoint pen since it will be necessary to photocopy your application. Please complete ALL sections of this application form. Further information can be included if you wish. All information supplied will be treated in the strictest confidence.

### **PERSONAL DETAILS**

Surname:

First Names:

Address:

Home Tel no:

Work Tel no. (if it may be used):

### **DRIVING DETAILS**

Ability to drive

Do you hold a current driving license?  
(excluding a provisional license) YES [ ] NO [ ]

Have you any valid endorsements? YES [ ] NO [ ]

Have you ever been refused motor insurance YES [ ] NO [ ]

ISA Registration number

## REFEREES

### 1. Present employer/most recent employer

Name	
Job Title	
Name of company	
Address	
	Post code
Tel No	

### 2. Personal Referee

Name	
Job Title	
Name of company	
Address	
	Post code
Tel No	

### 3. Recent employer/Personal referee

Name	
Job Title	
Name of company	
Address	
	Post code
Tel No	

**EMPLOYMENT HISTORY**

Please complete this section commencing with your most recent employment.  
Use a separate sheet if necessary.

Employer, job title and dates.	A brief description of your duties	Salary	Reason for leaving

**VOLUNTARY WORK**

List any voluntary work or unpaid work done.

Organisation	Role	Dates

**EDUCATION / QUALIFICATIONS**

Where applicable please include details of examination, with dates, which have been or are about to be taken.

Secondary Education	Subjects	Qualification
Further / Higher Education (where)	Subject	Qualification
Additional Qualification	Subjects	Qualification

**HOBBIES AND OTHER INTERESTS**

Please detail your hobbies or interests

**ADDITIONAL INFORMATION**

Make full use of this section, using additional sheets, to provide further information in support of your application. We recommend that you refer specifically to the duties and person specification outlined in the job description. **Please do not include a CV.** Please do not exceed 2 pages of A4

**Berkshire Association of Clubs for Young People is committed to the protection and safeguarding of children, young people and vulnerable adults**

**DECLARATION**

This post is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purpose are spent under provisions of the Act and in the event of employment any failure to disclose such convictions will result in dismissal or disciplinary action by Berkshire Association of Clubs for Young People. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

Have you ever been convicted of a criminal offence?    YES [ ]    NO [ ]

If YES, please give details (continue on a separate sheet if necessary)

**DECLARATION**

I declare that the information contained in this form is true and accurate.  
 I understand that if it is subsequently discovered that my statement is false or misleading, I may be dismissed from employment.  
 I give permission for my ISA registration number to be checked

Signature	Date
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When completed Mark the envelope PERSONAL and please return to:

*David Seward, Chief Executive Officer, Berkshire Association of Clubs for Young People, Watlington House, 44 Watlington Street, Reading, Berkshire RG1 4RJ*