

APPLICATION FORM PART 1

REGISTERED CHARITY 1072005 / COMPANY LIMITED BY GUARANTEE 3630280

OFFICE USE ONLY

CANDIDATE REF: _____

CAT MARK DEVELOPMENT WORKER (15 hrs a week)

Please tell how you found out about this vacancy.....

Please complete in BLOCK CAPITALS and BLACK INK.

PERSONAL DETAILS

TITLE (please circle) MR / MRS / MISS / MS / OTHER.....

SURNAME: FORENAMES.....

HOME ADDRESS.....

.....

..... POST CODE.....

HOME PHONE..... WORK PHONE.....

MOBILE

CAN WE CONTACT YOU AT WORK? **YES/NO**

CLEAN DRIVING LICENCE **YES/NO**

ACCESS TO OWN VEHICLE **YES/NO**

DATE OF BIRTH / /



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EMPLOYMENT RECORD

Please start with your current employer and indicate any notice period.
Please also explain ALL breaks in employment history. If necessary
please continue on a separate sheet clearly marked 'Employment Record'



EMPLOYERS NAME	FROM	TO	POSITION HELD

REFERENCES

Please give details below of two people who can provide information that will confirm your suitability for this post. Referee 1 should be your current or most recent employer. Referee 2 should be someone who has known you in a professional capacity over a number of years. References may be taken up before the interview, please indicate whether this is acceptable or not.

YES/NO
Delete as necessary

REFEREE 1:

Name.....

Organisation (if applicable).....

Position.....

Address.....

.....

..... Post Code.....,

Telephone Number..... Email.....

REFEREE 2:

Name.....

Organisation (if applicable).....

Position.....

Address.....

.....

..... Post Code.....,

Telephone Number..... Email.....



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PC FOR: Contact: Andy Upson

PRIVATE AND CONFIDENTIAL: REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) ORDER 1975

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations. The job you are applying for is included in these excepted types of employment under the above Order. Therefore it is necessary for you to answer the following questions:

Have you ever been convicted at a Court or Cautioned by the Police of any Criminal Offence(s)? **Yes/No**
(If yes please give details of any convictions with dates)

.....
.....
.....

(Mr/Mrs/Miss/Ms etc.)..... **FIRST NAME(S)**.....

SURNAME.....

MAIDEN NAME.....

PREVIOUS MARRIED OR OTHER NAMES.....

DATE OF BIRTH: **PLACE OF BIRTH:**

PRESENT ADDRESS.....

.....
.....**SINCE (DATE) APPROX:**

PREVIOUS ADDRESS(ES) (last five years only)

.....
.....
.....

ANY IDENTIFYING PARTICULARS (e.g. scars etc.)

.....

Failure to disclose any criminal offence and/or caution(s) could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt you have had criminal conviction(s) and/or caution(s).

Signed..... Date



APPLICATION FORM PART 2

REGISTERED CHARITY 1072005 / COMPANY LIMITED BY GUARANTEE 3630280

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CANDIDATE REF: _____

SUMMARY OF WORK EXPERIENCE RELEVANT TO YOUR APPLICATION (INCLUDE BOTH PAID AND VOLUNTARY POSITIONS HERE).



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SUMMARY OF QUALIFICATIONS HELD AND ANY OTHER TRAINING UNDERTAKEN THAT IS RELEVANT TO YOUR APPLICATION.



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USING THE INFORMATION THAT HAS BEEN PROVIDED IN THE PERSON SPECIFICATION TELL USE ABOUT THE SKILLS AND QUALIFICATIONS YOU HAVE THAT MAKE YOU SUITABLE FOR THIS POST MAKING SURE YOU GIVE SPECIFIC EXAMPLES.

Continue on a separate sheet if necessary and mark this clearly with 'Person Specification'.



DESCRIPTION OF SKILL	INFORMATION ABOUT HOW YOU MEET THIS CRITERIA
✎ Experience: You must have experience of working with young people in an informal setting such as a youth club, group or project.	
✎ Management Skills: Able to motivate, organise and encourage other people	
✎ Management Skills: Ability to organise and prioritise your time	
✎ Management Skills: Able to encourage and support change	



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<p>☛ Interpersonal Skills: Can work effectively as a member of a team</p>	
<p>☛ Interpersonal Skills: Can lead by example and inspire others to achieve high standards</p>	
<p>☛ Communication Skills: Have the ability to communicate with a wide range of different people in person, on the telephone and by email</p>	
<p>☛ Communication Skills: Able to challenge negative and unhelpful behaviour</p>	

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<p>✎ Communication Skills: Ability to produce written feedback</p>	
<p>✎ Qualifications: A full UK driving licence and access to own vehicle</p>	
<p>✎ Qualifications: A youth work qualification such as NVQ2 or NVQ3 Youth Support Worker or equivalent</p>	
<p>✎ Other Requirements: Have a flexible approach to the job and be willing to work evenings and the occasional weekend</p>	

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<p>✎ Other Requirements: Able to load/unload equipment from car</p>	
<p>✎ Other Requirements: Numerate, literate and able to use Microsoft Office</p>	

DECLARATION

I certify that the information given on this form is correct to the best of my knowledge. If I am appointed, I understand that some information from this form may be computerised for personnel/employee administration purposes in accordance with the Data Protection Act 1984.

I certify that, to the best of my knowledge, there is no reason not already stated in this application form why I am unable to undertake the tasks required in order perform successfully as the CAT Mark Development Worker for Youth Clubs Hampshire and Isle of Wight.

Signed

Date

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PLEASE RETURN THIS FORM TO:

**APPLICATIONS, Youth Clubs Hampshire and Isle of Wight,
St Thomas' Centre, 20 Southgate Street, Winchester,
Hants. SO23 9EF.**

Deadline: 12pm, Wednesday 9th June 2010

CHECK LIST

BEFORE YOU SEND THIS IN HAVE YOU?

- Fully completed both Part 1 and Part 2 of your application form
- Included a completed criminal conviction/caution declaration.
- Checked that you are available for interview on the date stated.

Please note that: the following will be required if you are called for interview:

- Proof of identity
- Proof of level of qualification
- Proof of ability to drive

INFORMATION TO APPLICANTS:

Youth Clubs Hampshire and Isle of Wight is committed to Equal Opportunities. When you submit your application form Part 1 will be used for Administrative Purposes and Part 2 will be used in the short-listing process.

If you are not shortlisted your application form will be securely destroyed within two weeks of the closing date. You may contact us for feedback within this time.

Information provided by the applicant will only be used for the purpose of recruiting for the post of CAT Mark Development Worker.



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