



# APPLICATION FORM PART 1

REGISTERED CHARITY 1072005  
COMPANY LIMITED BY GUARANTEE 3630280

Please return your application by the closing date 19<sup>th</sup>  
March 2010

OFFICE USE ONLY CANDIDATE REF:  
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## JOB TITLE: CHAIRPERSON

Please indicate how you learnt about this vacancy: .....

Please complete in BLOCK CAPITALS and BLACK INK.

### **PERSONAL DETAILS:**

SURNAME: ..... FORENAMES .....

HOME ADDRESS .....

.....

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

TELEPHONE: HOME ..... WORK .....

MOBILE .....

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

DATE OF BIRTH     /     /

### **REFERENCES:**

Please give details below of two people who can provide information that will confirm your suitability for this post. These should be people who have known you in a professional and/or personal capacity over a number of years.

#### **REFEREE 1:**

#### **REFEREE 2:**

Name .....

Position .....

Address .....

.....

.....

..... Post Code .....

Daytime Telephone .....



**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 position 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.):** .....

**MAIDEN NAME:** .....

**PREVIOUS MARRIED OR OTHER NAMES:** .....

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

**PRESENT ADDRESS:** .....

.....

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

**PREVIOUS ADDRESSES (last five years, attach an additional sheet if needed)**

.....

.....

**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.....

**YOUTH CLUBS HAMPSHIRE & ISLE OF WIGHT. ST THOMAS' CENTRE, 20 SOUTHGATE STREET, WINCHESTER. HAMPSHIRE SO23 9EF. T: 01962 852307**



# **APPLICATION FORM PART 2**

REGISTERED CHARITY 1072005  
COMPANY LIMITED BY GUARANTEE 3630280

OFFICE USE ONLY

CANDIDATE REF: \_\_\_\_\_



## **EMPLOYMENT RECORD**

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

<b>FROM</b>	<b>TO</b>	<b>POSITION HELD</b>	<b>EMPLOYERS NAME</b>
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**SUMMARY OF QUALIFICATIONS HELD AND ANY OTHER TRAINING UNDERTAKEN THAT IS RELEVANT TO YOUR APPLICATION.**

**USING THE INFORMATION THAT HAS BEEN PROVIDED IN THE PERSON SPECIFICATION AND JOB DESCRIPTION PLEASE WRITE A LETTER OF APPLICATION EXPLAINING HOW YOU ARE SUITABLE FOR THIS POSITION.**

**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 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 to perform successfully as the Chairperson of Youth Clubs Hampshire and Isle of Wight.

Signed ..... Date .....

**PLEASE RETURN THIS FORM TO:**

**Interim Chairperson, Youth Clubs Hampshire and Isle of Wight, St Thomas' Centre, 20 Southgate Street, Winchester, Hants. SO23 9EF.  
To reach us by 19<sup>th</sup> March 2010**

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

- Proof of identity
- Proof of level of qualification

**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 only 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.