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**APPLICATION FOR EMPLOYMENT**

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| **Job Title(s):** | Youth & Creative Arts Worker |

**Important Note**

Please read the following notes before completing the form, if you require any assistance with this form, please feel free to contact the address below.

Please:-

* Read all enclosed additional information, particularly the **Job Description and our core values** before completing the form.
* Complete the form in black or dark blue ink or type.
* Provide all the information you can about yourself and tell us why you think you are suitable for the job.
* **Please indicate how you meet the requirements of the Personnel Specification in the specific sections provided on this form**.
* Return to the address shown below or by email, on or before the closing date of **16th August 2021.**

|  |  |
| --- | --- |
| Your full Name and Address (Please print in block capitals):        E-mail: | Telephone Number where you can be  contacted:  How do you wish to be addressed in correspondence?  Mr/Mrs/Miss/Ms or Other  (Please state): |

**References**

It is our policy to take up references for those shortlisted. Please give the names and addresses of two referees who know you well enough to comment on your suitability for the post. The first one should be your church or ministry leader **who we must be able to contact prior to the interview stage**.

Please give your former name if different from that above to ensure we are asking for the correct reference.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Referee  And Status or Job Title | Address For Contact | May We Approach Them Before Interview?  Please mark with “Y” for YES | |
| Tel No: |  |  | |
|
| Tel No: |  | Yes |  |
| No |  |

**Education and Qualifications (including any relevant training courses)**

Please give details of your education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the interview panel (photocopies will not be acceptable).

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| --- | --- | --- | --- | --- | --- |
| **Education and Qualification Details** | **Results/Grades Obtained** | **Where Obtained** | **How Obtained (full time) (part time) (online)** | **Date From and  Date To** |  |
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**Do you hold a current driving licence?**

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| Please put ‘Y’ (for YES) next any relevant items: Car Mini Bus   Do you have daily use of a car? |

**Employment Experience History - Current (most recent) Employment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer’s Name and Address | | Position Held | | Date | | Reasons For Wishing to Leave |
| From | To |
|  | |  | |  |  |  |
| Tel No. | Salary/Wage | | Type of role- Full /part | | |
| Brief note of duties and responsibilities:        Length of notice required: | | | | | | |

**Previous Employment Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer’s Name and Address | Position Held | Brief outline of responsibilities | Salary/  Wage | Dates From -To | Reason for Leaving |
|  |  |  |  |  |  |
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**Health**

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| --- |
| Are you aware of any aspects of your health which could affect your ability to undertake this job? Yes/No (please delete as appropriate).  If yes, please supply brief details: |

**Experience**

Demonstrate how your experience fits those in the job description for this post.

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**Skills & Abilities**

Demonstrate how your skills and abilities fit those in the job description for this post.

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**Motivation & Outlook**

Tell us in your own words what your main motivations and outlook for working with young people are.

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**What excites you about this role?**

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**Why do you want to work for Providence House?**

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**Eligibility to work in UK:**

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| --- |
| Are you legally eligible for employment in this country? Yes/No(please delete as appropriate) |
| Do you require a work permit to work in this country? Yes/No(please delete as appropriate) |
| Please give details of any criminal convictions (in accordance with the rehabilitation of offenders act 1974) |
| Please note all staff at Providence House, London must have a Disclosure & Barring Service disclosure check successfully completed to work here. Do you wish to advise us of any disclosure before the check is carried out? Yes / No (please delete as appropriate) |
| **I declare that the information I have given in this application form is true and correct to the best of my knowledge.**  Note: the withholding, falsification or omitting of relevant information by a successful candidate will be grounds for the job offer to be withdrawn and disciplinary action taken.    Signed ………………………………………………………………………………………….……………  Date ………………………………………………… |

**For office use only:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date  Received | Date  Acknowledged | References  taken up by:  (please circle) | | Telephone  In writing | Qualifications  Checked:  (please circle) | Yes No |
| Reason for not shortlisting (please circle) | | | Comments | | | |

**Equal opportunities:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Race:** | | | | | | | | |
|  | **White** | | | | | | |  |
| o | English/ Welsh/ Scottish/ Northern Irish/ British o Irish o Gypsy or Irish Traveller | | | | | | | |
| o | Any other White background, write in: | | | | | |  | |
|  | **Mixed/ multiple ethnic groups** | | | | | |  | |
| o | White/Black Caribbean o White/Black African o White/Black Asian | | | | | |  | |
| o | Any other mixed/multiple ethnic background, write in: | | | | | |  | |
|  | **Asian/ Asian British** | | | | | |  | |
| o | Indian o Pakistani o Bangladeshi o Chinese | | | | | |  | |
| o | Any other Asian background, write in: | | | | | |  | |
|  | **Black/ African/ Caribbean/ Black British** | | | | | | | |
| o | African o Caribbean | | | | | |  | |
| o | Any other Black/ African/ Caribbean/ Black British | | | | | |  | |
|  | background, write in: | | | | | |  | |
|  | **Other ethnic group**  o Arab | | | | | |  | |
| o | Any other ethnic group, write in: | | | | | |  | |
| o | I prefer not to say | | | | | | | |
| **Language What is your main language?** | | | | | | | | |
| o | | English | | | | | | |
| o | | Other (including sign languages), write in: | | | | | | |
|  | |  | | | | | | |
|  | | How well can you speak English? | | | | | | |
|  | | Very well | Well | Not well | | Not at all | | |
|  | | o | o | o | | o | | |
| **Disability Do you consider yourself to have any of the following?** | | | | | | | | |
| (Please mark all that apply) | | | | | | | | |
| o | | Mental health condition | | o | Speech impairment | | | |
| o | | Physical impairment | | o | Sensory impairment | | | |
| o | | Cognitive impairment | | o | Learning disability | | | |
| o | | Long standing illness | | o | Learning difficulty | | | |
| o | | I do not have a disability | | o | I prefer not to say | | | |
| o | | Other, please state: | |  | | | | |
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Please complete and return this job application form to info@providence-house.org