



wigan youth
zone

An **OnSide** Youth Zone



APPLICATION FORM

ABOUT THE ROLE

Position applied for		
Have you previously applied for any other position in the organisation?	Yes	No
If yes, please give brief details		
How did you hear about the role? <small>(e.g. Indeed, Facebook, Our website)</small>		

PERSONAL INFORMATION

Name	
Address	
Phone Number	
Email Address	
National Insurance Number	

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes

No

If yes, please provide details.

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes

No

If yes, please provide details.

Do you have any unspent convictions, cautions, reprimands or warnings?

Yes

No

(Before you answer this question we must make you aware that you need to disclose any convictions, cautions, warnings, reprimands and previous or pending investigations as these will all appear on DBS checks, and non-disclosure of the information may prevent your acceptance as a Wigan Youth Zone employee. The reason for the above question is based around not only child protection and health and safety but also around trust and honesty between the candidate and Wigan Youth Zone.)

If yes, please provide details.

Do you hold a current driving license?

Yes

No

Please provide details of any current endorsements on your driving license.
(e.g. penalty points or driving convictions)

Are you aged 21 or above?

Due to our safeguarding policy, we are only able to employ persons from aged 21 onwards for roles working on our senior club sessions, due to these roles supporting young people up to the age of 25.

For junior club and holiday club roles you must be aged 19 and above.

EMPLOYMENT HISTORY

Please provide any information that highlights your skills, and the experience gained in your previous employment, including any voluntary work you may have carried out.

Please provide as much information as possible including any periods when self-employed, unemployed, working abroad etc. in the 'gaps in your employment and education' section below.
(Starting with your most recent employer).

Dates (Start and End)	Name and Address of Employer	Job Title, Main Duties and Responsibilities, Major Achievements	Salary on Leaving and Reason for Leaving

EDUCATION

Please list all relevant education, training, professional qualification and professional memberships. Please provide as much information as possible including any periods of time out for travelling, casual work etc. in the following 'gaps in your employment and education' section below.

Name & Address of school/college/organisation	Dates (start and finish)	Subject	Awarding Body	Qualification/Grades

GAPS IN EMPLOYMENT

Dates (Start and End)	Reason for Gap

Are you prepared to make a statutory declaration for any 'gaps' in your employment/education history as shown above?

Yes

No

SUPPORTING INFORMATION

Looking at the Job Description and Person Specification, please explain how your skills, knowledge and experience meet the requirements of the jobs. Please also give any further information that is relevant to your application.

REFERENCES

Please list the names and addresses of at least two people from whom a character reference may be obtained. One of which should be your most recent employer.

Please delete as necessary if you **do or do not** wish us to contact your references prior to interview

Yes/No

Name	Address	Tel Number and Email	Relationship

DECLARATION

I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process may render my contract of employment, if I am appointed, liable to termination.

Signature:

Date:

Please return this form by email to: hr@wiganyouthzone.org or by post to Lisa Potter, HR & Office Manager, Wigan Youth Zone, Parsons Walk, Wigan, WN1 1RU.

I consent to my details being held for the purposes of recruitment and selection, and am aware that my data will only be held for as long as necessary in accordance with data retention guidelines and Wigan Youth Zone's privacy policy

Yes

No