**APPLICATION FORM**

**Assistant Children, Youth & Family Worker**

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| **Please note:** A Genuine Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010. |
| Please complete all sections of the form email it to: [recruitment@sussexhr.co.uk](mailto:recruitment@sussexhr.co.uk) with the job title as the email subject line.  All applications need to be received by **Sunday 23rd February 2025.**   |  |  | | --- | --- | | **Position applied for :** |  | | **How did you hear about the vacancy?** |  |   **PERSONAL INFORMATION**   |  |  | | --- | --- | | **Title** |  | | **Forename(s)** |  | | **Surname:** |  | | **Known as** |  | | **Any previous names by which you have been known:** |  | | **Date of Birth:** |  | | **Home Address:** |  | | **Postcode:** |  | | **Daytime Telephone number:** |  | | **Mobile Telephone number:** |  | | **Evening Telephone number:** |  | | **Email address:** |  | | **National Insurance Number:** |  | | **When could you start if offered a post?** |  |   **HISTORY**  Please include details of your full history including Education, Employment and voluntary work as well as an explanation of any gaps.   |  |  | | --- | --- | | **Current Employer / Previous Employer if currently not working**  **(including address and telephone number)** |  | | **Your job title** |  | | **Dates employed** |  | | **Briefly describe your responsibilities** | | |  | | | **Reason for leaving / wanting to leave** | | |  | |  |  |  |  |  | | --- | --- | --- | --- | | **Date from and to** | **Employer/Educational Establishment** | **Job Title** | **Brief description** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Please include further details on a separate sheet if they will not all fit on one page**  **CHURCH INVOLVEMENT**   |  | | --- | | **Please provide a full history, including dates where possible, of your church involvement (Current and previous)** | |  |   **ADDITIONAL INFORMATION**   |  |  | | --- | --- | | **Do you require a work permit to work in the UK?** |  | | **If yes, please give details** |  | | **Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake volunteering duties safely.** |  |   **INTERESTS OUTSIDE WORK**   |  | | --- | | **Please give details of your interests and hobbies/favourite pastimes** | |  |   **PERSONAL STATEMENT**   |  | | --- | | **With reference to the Job Description and Person Specification (if available), please describe how your skills and qualities equip you for this post, giving practical examples of areas in which you have demonstrated these. (Continue on a separate sheet if necessary)** | |  | | **What appeals to you about this post?** | |  | | **If you have any relevant Qualifications, Training or Experience which is suitable for this role, please explain those below:** | |  | | **Please add any other information which you feel would support your application for this position. (Continue you on a separate sheet if necessary)** | |  |   **REFERENCES**   |  |  | | --- | --- | | **Please give details of two referees. We will only contact your referees if you are called for interview and will ask your permission before doing so. Please note references will be contacted prior to the interview taking place.** | | | **Present employer** (or past employer if not currently employed or college tutor/school head if still studying) | | | Name: |  | | Address: | | | Email: |  | | **Additional referee** (Ideally related to your church involvement)**:** | | | Name: |  | | Relationship: |  | | Address: | | | Email: |  |   **CRIMINAL CONVICTIONS**  Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. This position involves substantial access to children and young people and therefore an enhanced DBS check will be required.  **Have you ever been convicted or cautioned with respect to a criminal offence?** YES/NO  **If your answer is "Yes" please give full details below:**  **DECLARATION**   |  |  | | --- | --- | | I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my employment.  I understand that any offer of appointment is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated in the Job Description | | | Date: | Signature: | | | |