



Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.



Application Form



Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CV s will not be considered.**

1. JOB DETAILS	
Post applied for:	Location: Romford YMCA – Rush Green Road
2. PERSONAL DETAILS	
Title Family Name	List below any other names by which you have been known
First Names	
(Underline the name by which you want to be known)	
Address	Home Telephone
Post Code	Mobile Telephone
E mail address (if you may be contacted by E mail)	Work Telephone
National Insurance No.	May we contact you at work? Yes / No
Do you need a Work Permit before you can be employed in this country? Yes / No <i>If yes, please give details</i>	
Do you have any disability which may affect your application or employment? Yes /No <i>If yes, please give details</i>	
We ask this question' to enable us to consider any "adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you.	
If appointed, how soon could you take up the post?	
Can you please tell us the number of days off work you have taken due to sickness within the last 12 months? <i>Explanation if necessary</i>	
Do you hold a current UK driving licence? Yes / No / Not required for this post	

3. RELIGIOUS BELIEFS

Romford YMCA as a Christian organisation is keen to ensure that our core beliefs are manifested in consistent behaviours in its entire staff. We want to encourage and welcome those staff and volunteers who do not practice the Christian faith to join us in representing ourselves and the YMCA with strong values exemplified in our behaviour. Please tell us if you practice a faith or not below.

- Christian
- Other Faith (please state)
- No particular faith

4. EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and other relevant qualifications and dates passed starting with the most recent.

Date (month-year)	Qualifications
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If the post requires specific qualifications you will be required to provide documentary evidence before employment.

Please describe other relevant learning opportunities eg training courses

Date (month-year)	Learning opportunity
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(continue on additional sheet if necessary)

5. PRESENT OR LAST EMPLOYER

Employer's name and address

Post held

Date commenced (and left, if appropriate)

Please give a brief description of your duties and responsibilities

6. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken. starting with the most recent first.

Dates (month-year. from - to)	Employer	Duties Undertaken
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(continue on additional sheet if necessary)

Please give details of any relevant skills/experience gained outside employment (eg through voluntary service).

7. REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent**

Referee 1

Name

Position

Address

Post code

Telephone No.

In what capacity does this person know you?

Referee 2

Name

Position

Address

Postcode

Telephone No.

In what capacity does this person know you?

8. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

(Continue on additional sheet if necessary)

9. DECLARATION

I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.

Signed _____

Date _____