Application for Employment

Please remember to fill in ALL sections in black ink or type and remember to sign and date the declaration at the back of the form.

The information supplied on this Application Form will be treated as STRICTLY CONFIDENTIAL.

**Post Applied For: Families Engagement Worker**

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| **Personal Details** | | | |
| Name:  Address:  Post Code:  Email address: | | | Home Telephone Number:  Mobile Phone Number:  Work Phone Number:  May we contact you on this number:  Yes  No |
| Are you required to hold a work permit?  Yes  No  Do you hold a valid driving licence for use in the UK?  Yes  No  If yes, what type?  Provisional  Full  Other | | | National Insurance Number:  Do you have the ability to be mobile if the duties of the post require it?  Yes  No |
| **Religious Beliefs/Affiliations** | | | |
| You are not required to fill this section out unless the Person Specification for the role indicates that there is a genuine Occupational Requirement for the post holder to have a personal commitment to the Christian faith.  What are your religious beliefs?  If you attend a place of worship, please give details:  If you are involved in Christian related activities, please give details: | | | |
| **Supporting Information** | | | |
| Please detail how you feel you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences. | | | |
| **K1 -** Proven record of provision of sound advice across a range of parenting related issues | Essential |  | |
| **K2 -** Demonstrable understanding and up to date knowledge of family work policy and practice | Desirable |  | |
| **S1** - Interpersonal skills, sufficient to communicate effectively with a wide range of staff and external contacts | Essential |  | |
| **S2 -** Good written and verbal communication skills | Essential |  | |
| **S3** - Time management skills | Essential |  | |
| **A1 -** Competent user of MS Outlook, Word, PowerPoint and Excel. | Essential |  | |
| **A2 -** Able to develop strong positive working relationships with colleagues | Essential |  | |
| **A3 -** Able to demonstrate a clear commitment to excellence in family work delivery | Essential |  | |
| **E1 -** Experience in parenting work | Essential |  | |
| **E2 -** Experience of one-to-one work and caseload management | Desirable |  | |
| **E3 -** Experience of the voluntary or not for profit sector | Desirable |  | |
| **Q1 -** “O” level / GCSE or Equivalent in Maths and English | Essential |  | |
| **Q2** - Professional qualification in parenting/family work/social work | Desirable |  | |
| **Q3 -** Evidence of recent relevant training. | Desirable |  | |
| **V1** - In sympathy with the Christian Identity of the YMCA | Essential |  | |
| **P1 -** Able to present self and work effectively | Essential |  | |
| **P2 -** High levels ofhonesty, integrity and discretion | Essential |  | |
| **C1 -** Able and willing to work unsocial hours | Essential |  | |
| **C2 -** Hold a full driving licence and have own transport | Essential |  | |
| **H1 -** Able to meet the requirements of the post with or without reasonable adjustment | Essential |  | |
| **O1** - An understanding of equality and diversity | Essential |  | |
| **Anything further you would like to add to your application:** | | | |
|  | | | |
| **Hobbies and Interests**  Please give details of your hobbies and interests: | | | |
|  | | | |
| **References** | | | |
| Please give the names and addresses of two people who would be willing to supply a reference about you, both of whom must be your two most recent employers (or teacher/tutor where appropriate). The references should be from a person in a position of responsibility relative to yourself, e.g. with management responsibility. Please state in what capacity they know you.  Once an offer of employment has been extended and accepted, references will be sought and the offer of employment remains conditional pending receipt of two satisfactory references. | | | |
| **Referee 1**  Name:  Organisation:  Position:  Address:  Telephone No.:  Email Address:  Relationship:  May we contact them if we decide to invite you for interview?  Yes  No | | | **Referee 2**  Name:  Organisation:  Position:  Address:  Telephone No.:  Email Address:  Relationship:  May we contact them if we decide to invite you for interview?  Yes  No |
| **Declaration** | | | |
| I understand that any offer of employment will be subject to the information on this Application Form and the Declaration of Health Form being complete and correct.  I authorise YMCA Norfolk to make any appropriate checks which may be necessary. False information, or failure to supply the details required in the Application Form may make any offer of employment invalid or lead to termination of employment.  Name:  Sign:  Date: | | | |
| Under the Data Protection Act 1998 all records from the recruitment process will be held within in the HR department for a period of one year after which all records will be destroyed. | | | |

**Please send your completed Application Form, Application Survey Form and your CV** **to** [**careers@ymcanorfolk.org**](mailto:careers@ymcanorfolk.org) **or by post to Bethany Powell, HR/Payroll Officer, 35-37 Exchange Street, Norwich, Norfolk, NR2 1DP.**