**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: Community 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 -** Knowledge of the statutory frameworks for safeguarding children and young people and vulnerable adults | Essential |  | |
| **K2 –** An understanding to the aim and objectives of the Project. | Desirable |  | |
| **K3** – Geographical knowledge of Kings Lynn | Desirable |  | |
| **S1** - Ability to demonstrate emotional stability and resilience to pressure | Essential |  | |
| **S2 -** Ability to work with agreed standards of professional boundaries and confidentiality | Essential |  | |
| **A1 -** Competent user of MS Outlook, Word, Excel and PowerPoint | Essential |  | |
| **A2 -** Competent at record keeping and report writing | Essential |  | |
| **A3 -** Awareness of the needs of people with disabilities and vulnerabilities | Desirable |  | |
| **E1 -** Relevant experience working with vulnerable people | Essential |  | |
| **E2 -** Experience of the voluntary or not for profit sector | Desirable |  | |
| **Q1 -** “O” level / GCSE or Equivalent in Maths and English | Essential |  | |
| **Q2 -** Evidence of recent relevant training | Desirable |  | |
| **Q3 -** Basic First Aid Qualification | Desirable |  | |
| **V1** - In sympathy with the Christian Identity of the YMCA | Essential |  | |
| **P1 -** Able to present self and work effectively | Essential |  | |
| **P2** - High levels of honesty, integrity and discretion | Essential |  | |
| **C1 -** Able and willing to work unsocial hours | Essential |  | |
| **C2 -** Hold a full driving licence for a minimum of 3 years and have own transport | Essential |  | |
| **C3 -** Hold a C1 driving licence | Desirable |  | |
| **C4 -** Hold a B1+E licence for towing | Desirable |  | |
| **C5 –** The post holder is required to be aged between 25 and 68 for insurance purposes | Desirable |  | |
| **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.**