

Employment Application Form



Worth Unlimited is a national youth work charity specialising in working with young people who are on the margins of society. Registered charity number: 1068782

Please complete all sections of the form in **black ink** and in full and return it by the specified closing date. Please ensure that you send the form to the correct branch address which should be stated somewhere in the Job Application Pack.

Worth Unlimited is working towards equal opportunities in employment. We aim to ensure that no applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, sex, age or disability.

Separate sheets may be attached if there is insufficient space on the form.

Position applied for:	Closing Date:
How did you hear of the post?	
Surname:	Title:
First Names:	
Address:	
Post Code:	Phone Numbers:
Email Address:	
Are you free to live and work in the UK? <i>(For persons who are not British or EU Nationals – If you have any conditions related to your employment please give full details below. You will be required to provide proof of your eligibility)</i>	Yes/No
If we were to invite you for interview, please describe any additional needs that you need us to cater for?	

Office Use: This page to be detached before Shortlisting

MOTIVATION - Why are you considering work with Worth Unlimited?

EDUCATION AND QUALIFICATIONS

Please give details of all your education and qualifications obtained to date

Dates (mm/yyyy)		Name & Address of Educational Establishment	Qualifications obtained, Name of awarding body & Grade/Level
From	To		

Continue on a separate sheet if necessary

Qualifications to be obtained

Please give details of examinations for which you are now awaiting results of qualifications for which you are currently studying, including the expected date of completion.

Date expected	Name & Address of Educational Establishment	Qualification & expected Grade/Level

Short Course and In-Service Training

Please give details any relevant short courses and/or in service training you have attended in the past 3 years. This might include Safeguarding, First Aid, Food Hygiene, Drugs awareness, etc.

Date	Name & Address of Educational Establishment	Course title

EMPLOYMENT HISTORY

Present or most recent employment

Name and address of employer:	
Job Title:	
Dates from and to:	Period of notice required:
Reason for leaving:	
Brief description of duties:	

Previous employment (in chronological order)

Starting with the most recent and going back to your time of education, please detail previous employment. Safer Recruitment guidance requires us to explore any gaps in your employment history, so please be as thorough as possible and include any information about periods of unemployment, gap years, voluntary work, extended sickness, etc.

Name & Address of Employer	Position & brief description of duties	Dates (mm/yyyy)		Reason for leaving
		From	To	

Continue on a separate sheet if necessary

SELECTION CRITERIA

Please use this section to address the requirements listed in the person specification and job description. You are encouraged to address all of the requirements in the person specification and give evidence of your skill/experience where possible. Give detail, but be succinct!

Please continue on a separate sheet if necessary.

Continue on a separate sheet if necessary

PERSONAL DECLARATION

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 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

This means you are therefore **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 given will be treated in the strictest confidence and used solely in relation to this application.

Please be aware that for positions involving substantial access to children and young people we will be required to obtain a Disclosure and Barring Service Enhanced Disclosure (formally known as a CRB or Police Check).

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?	Yes/No
If yes please give details including the nature of the offence(s) and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and the sentence(s) received. Could you also give details surrounding the circumstances that led to the offence(s). Continue on a separate sheet if necessary.	
Have you ever been the subject of a police investigation that did not lead to a criminal conviction?	Yes/No
If yes, please give details including the date of the investigation, the Police Force involved, details of the investigation and the reason for this and disposal(s) if known.	
To your knowledge have you ever had any allegations made against you, which has been reported to, and investigated by Social Services/Social Work Department (Children's or Adult Social Care)?	Yes/No
If yes, please provide details, we will need to discuss this with you.	
Has there ever been any cause for concern regarding conduct with children, young people or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.	Yes/No
If yes, please provide details.	

CHRISTIAN FAITH

Note: The following questions should only be answered by those applying for posts which hold a Genuine Occupational Requirement to be a practising Christian. This will be listed in the Job Description or Person Specification.

If the post you are applying does not state that you must be a practising Christian then you do not need to complete this page.

Would you describe yourself as a practising Christian?	Yes/No
In what ways do you express your faith?	

REFERENCES

Please indicate **three** referees, one of which should be your present or most recent employer and should not be relatives. These people will be asked to comment on your employability and your suitability to work with young people:

	Referee 1	Referee 2	Referee 3
Name			
Address			
Tel. Nos.			
Email Address			
Relationship to you			
How long known			

DECLARATION

<p>Worth Unlimited is based on Christian values and doctrine of love and justice which give workers a special concern for the excluded and oppressed. Applicants must be willing to work in an explicitly Christian context and uphold the values and principles of Worth Unlimited. Would you be willing to work within this context?</p>	<p>Yes/No</p>
<p>"I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to dismissal if engaged. I understand that if offered an interview I may be asked to complete a pre-employment medical questionnaire and agree to undergo a medical examination if required. I also understand that if offered this role, any appointment will be subject to an enhanced disclosure certificate from the Disclosure and Barring Service. I understand that a criminal record is not necessarily a bar to obtaining a position."</p>	
<p>Signature:</p>	
<p>Print Name:</p>	<p>Date:</p>

Please return this application form to either the postal or email address provided.

If you are unable to sign the form because you are emailing it, you will be asked to sign a copy at interview if you are invited.