**CONFIDENTIAL**

**Please return completed applications to** [**admin@canongateyouth.org.uk**](mailto:admin@canongateyouth.org.uk) **or to Canongate Youth, South Bridge Resource Centre, 6 Infirmary Street, Edinburgh, EH1 1LT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Reference** |  | **Applicant Reference** |  |
|  | *(Office Use)* |  | *(Office Use)* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post applied for |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Location of post |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| **PART ONE – Personal Details** | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | |
| First Name | |  | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | |
| Surname | |  | | | | | | | | Title | | |  | | | |
|  | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | |
| Telephone | | Home:  Mobile:  Work:  May we contact you at work? YES/NO | | | | | | | | | | | | | |  |
|  | | | | | |  | | | | | | | | | | |
| Email address | |  | | | | | | | | | | | | | | |
| NI Number | |  | |  | | | |  |  | | | | |  | | |
|  | |  | | | | | | | | | | | | | | |
| Date of Birth | |  |  | |  | | Nationality | | | |  | | | | | |
|  | |  | | | | | | | | | | | | | | |
| If currently employed, how much notice are you required to give? | | | | | | | | | | | |  | | | (weeks) | |
|  | | | | | | |  | | | | | | | | | |
| Where did you see this post advertised? | | | | | | |  | | | | | | | | | |
| **PART TWO – Work Experience (This includes paid and voluntary work)**  Please give details of your present or most recent employment. | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title |  | | From | |  | To |  |
|  |  | | | | | | |
| Name & Address of Employer |  | | | | | | |
|  |  | | | | | | |
| Main Duties and Responsibilities |  | | |  | | | |
|  | | |  | | | |
|  |  | | | | | | |
| Salary |  | | | | | | |
|  |  | | | | | | |
| Reason for leaving | |  | | | | | |

Previous Employment – 1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title |  | | From |  | To |  |
|  |  | | | | | |
| Name & Address of Employer |  | | | | | |
|  |  | | | | | |
| Main Duties and Responsibilities |  | | | | | |
|  |  | | | | | |
| Salary |  | | | | | |
|  |  | | | | | |
| Reason for leaving | |  | | | | |

**PART TWO – Work Experience (*continued)***

Previous Employment – 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title |  | | From |  | To |  |
|  |  | | | | | |
| Name & Address of Employer |  | | | | | |
|  |  | | | | | |
| Main Duties and Responsibilities |  | | | | | |
|  |  | | | | | |
| Salary |  | | | | | |
|  |  | | | | | |
| Reason for leaving | |  | | | | |

Please give details of any paid and voluntary work experience NOT listed above over the last TEN years. Use overleaf if more space is required.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title &  Brief outline of duties | Employer’s  Name and address | From / To | Reason for Leaving |
|  |  |  |  |

**PART THREE – Education**

**General Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Grade** | **Year Obtained** |
|  |  |  |  |

**Further Education**

|  |  |
| --- | --- |
| **Details** | **Year Obtained** |
|  |  |

**Qualifications currently being studied for**

|  |  |
| --- | --- |
| **Details** | **Exam Date** |
|  |  |

**Training** – *If you have undertaken any kind of training to improve your employment prospects, please give details if you think they may be relevant to this application.*

|  |  |
| --- | --- |
| **Details** | **Year Obtained** |
|  |  |

**PART FOUR - Job Suitability**

Please use this part of the application form to describe how you meet the criteria for the job that are set out in the Person Specification. Make sure that you include all relevant skills and knowledge – this may have been gained from your current or previous jobs, from voluntary work or from working in the home or in the community. Give specific examples wherever possible. Consider all the relevant skills and knowledge you have and make sure you tell us about it.

|  |
| --- |
| Can you tell us about a time when you have demonstrated good communications skills? ( up to 250 words)  Can you tell us about when you have successfully managed and maintained databases and equipment? ( up to 250 words)  Can you tell us about a time when you have managed competing priorities? (up to 250 words)  Can you tell us about your experiences working in an office environment? (up to 250 words)  Can you tell us about a time when you’ve used your organisational skills? (up to 250 words)  Anything else you’d like to tell us that may be relevant to your application? (up to 250 words) |

**PART FIVE – Criminal Offences**

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?**  *(Declaration subject to the provision of the Rehabilitation of Offenders Act 1974)* | **YES / NO** |
| If yes, please explain overleaf | |

**PART SIX – Disability**

|  |  |
| --- | --- |
| **Are you disabled as defined by the Disability Discrimination Act 1995** | **YES / NO** |

**PART SEVEN – References**

Please give names and addresses of two referees to whom we may apply for a reference. One should be your current employer and where applicable the second referee should also have been your employer. These referees must be able to comment on your ability to meet the demands of the job for which you are applying.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Referee 1 *(Must be current or last employer)* | | | Referee 2 | | | |
| Email:  Tel No: | | | Email:  Tel No: | | | |
|  |  | |  |  | | |
| Position Held: |  | | Position Held: | |  | |
|  | |  |  |  | | |
| May we take up references before interview? | | **YES / NO** | May we take up references before interview? | | | **YES / NO** |

**PART EIGHT - Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to any staff or Board member of CY? | | | | **YES / NO** |
|  | | | |  |
| If yes, please give details | |  | | |
|  | | | |  |
| Are you or have you been on any CY Board of Directors? | | | | **YES / NO** |
|  | |  | | |
| If yes, please give details | |  | | |
| *I declare that to the best of my knowledge the information provided on this form is true and complete. I understand that any wilful mis-statement may render an offer of employment invalid and lead to termination of employment.* | | | | |
| Signed |  | | Date |  |
|  | | | |  |