Application for Employment - Privacy Notice

To enable us to receive and assess your application for employment with London Youth, we have asked you to provide a range of personal data. We do not intend to use your data for any purpose other than to assess your application at each stage of the recruitment process in order to shortlist applicants, conduct selection testing and interviews. Personal data provided during the recruitment process will be retained electronically on our systems or in paper form in recruitment packs; all data provided will be stored securely. We are not planning to transfer your data outside the European Union. Our full **Recruitment Privacy Notice** details how we use data provided on this form. London Youth’s **Privacy Statement** gives you information about how London Youth handles all data. By completing and returning this form, you are consenting to us processing and retaining your personal data for recruitment purposes.

|  |
| --- |
| Application for the post of:       |
| Where did you hear about this vacancy?       |
| Are you related to any trustee or employee of London Youth? Yes [ ]  No [ ] If so, who?       |

#  Personal

|  |  |
| --- | --- |
| Title       | Last name       |
| First name(s) |       |
| Contact details | Address       |
| Email       |
| Telephone:       |
| Mobile:       |
| Evening:       |

# References

Please provide details of two referees. One must be your present or most recent employer. Neither referee should be a relative or purely personal friend.

## Referee 1 (please tick to indicate that we may contact them before interview [ ]  )

|  |  |
| --- | --- |
| Name |       |
| Position |       |
| Company & Address |       |
| Telephone |       |
| Email |       |

## Referee 2 (please tick to indicate that we may contact them before interview [ ]  )

|  |  |
| --- | --- |
| Name |       |
| Position |       |
| Company & Address |       |
| Telephone |       |
| Email |       |

# Employment history

## Current or most recent employment

|  |
| --- |
| Employer:       |
| Job title:       |
| From:       To:       |
| Salary and benefits:       |
| Summary of duties:      |
| Reason for leaving:       |

## Career history

Please provide details of your previous employment or voluntary work, accounting for any gaps.

|  |  |  |
| --- | --- | --- |
| Dates (from/to) | Employer | Job title and summary of duties |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
|       |       |       |

Continue on an additional sheet if necessary

# Education, Professional Qualifications and Training

Include training courses relevant to the Person Specification

|  |  |
| --- | --- |
| Formal Qualifications: |  |
| School / College / University / Institution | Qualifications and Grades |
|       |       |
|       |       |
|       |       |
|       |       |
| Professional Qualifications and Training: |  |
| Qualification |
|       |
|       |
|       |
| Driving Licence |
| Employees based at the residential centres may be required to drive company vehicles on occasion, including mini-buses.Do you hold a current full driving licence YES [ ]  NO [ ] Does it include a Class D1 YES [ ]  NO [ ] Do you have any current endorsements YES [ ]  NO [ ]  If yes, give details:       |

# Experience, skills and knowledge

|  |
| --- |
| This is an important part of the application. Please read the person specification before completing this section. You should show how you meet each requirement of the person specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere. Continue on additional sheet(s) if necessary      |

# Declaration

|  |
| --- |
| I certify that the information given on this form is correct to the best of my knowledge. I understand that any appointment offered will be on the basis of my application form, interview and any selection testing. I understand that London Youth reserves the right to terminate any employment or offer of employment, without notice, in the event that it is discovered that the information provided was not accurate in some material way.I have read and understand London Youth’s policies on the recruitment of ex-offenders. I understand that London Youth will not confirm employment until a satisfactory disclosure from the Disclosure and Barring Service has been obtained. I consent to London Youth checking any information provided in this application and agree to the information being used for registration purposes under data protection legislation.Do you have the right to live and work in the UK? YES [ ]  NO [ ] The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and their eligibility to work in the UK.Signed:......................................................................Date:      If completing this form electronically, please enter an X in this box in place of your signature: [ ]  |