



## Job Application Form

This application form has three sections:

- 1) Declaration Acknowledgement
- 2) Equal Opportunity monitoring information
- 3) Education, training and employment background and references

Applicants should complete all sections in black typed text or ink. We wish to ensure that all applicants are treated fairly in terms of shortlisting, so we do not accept CVs as application.

Thank you for your interest in working for YMCA Wirral.

### SECTION 1: DECLARATION ACKNOWLEDGEMENT

YMCA Wirral is committed to equal opportunities and do not discriminate on the basis of age, disability, gender, gender reassignment, marital status, race, religion or belief and sexual orientation. All information collected in sections 1 and 2 are for monitoring purposes only and **will be anonymised at shortlisting stage**.

All data provided by you will be handled confidentially and in accordance with the General Data Protection Regulation 2018. Successful applicants will have the information transferred to their personal file. Please sign to indicate your agreement.

*I agree to the storage of my information as outlined above.*

*I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare that to the best of my knowledge the above information and that submitted in any accompanying document(s) is correct.*

Name:

Signed:

Position applied for:

Contact phone number:

Email address:

Date:

## SECTION 2: EQUAL OPPORTUNITIES

We wish to ensure that all applicants are treated fairly. This section will be separated from your application form upon receipt and its contents withheld from those responsible for shortlisting for interview. To assist in this policy, please provide the following information:

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Position applied for:

Full name:

Date of birth:

Home Address:

Where did you learn of the post?

Preferred working arrangements: Full-time / Part-time / Job share

If selected for interview, do you have any dates you are unavailable? If yes, please specify: (Y/N)

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**Do you consider yourself to have a disability? (Y/N)**

If selected for interview, do you require any additional arrangements or reasonable adjustments? If yes, please specify: (Y/N)

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**Gender (please indicate):**

1. Prefer not to say
2. Male
3. Trans-gender
4. Non-binary/Genderqueer
5. Other

3. Female    6.Any other gender, please describe

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**Sexual orientation (please indicate)**

1. Prefer not to say
  4. Heterosexual / straight
  2. Bisexual
  5. Lesbian
  3. Gay
  6. Any other orientation, please describe
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**Ethnicity (please indicate):**

1. Prefer not to say

**White**

2. English/Welsh/Scottish/Northern Irish/British
3. Irish
4. Gypsy or Irish Traveller
5. Any other White background, please describe

**Mixed/Multiple ethnic groups**

6. White and Black Caribbean
7. White and Black African
8. White and Asian
9. Any other Mixed/Multiple ethnic background, please describe

**Asian/Asian British**

10. Indian
11. Pakistani
12. Bangladeshi
13. Chinese
14. Any other Asian background, please describe

**Black/African/Caribbean/Black British**

15. African
16. Black British
17. Caribbean
18. Any other Black/African/Caribbean background, please describe

**Other Ethnic Group**

19. Arab
20. Any other ethnic group, please describe

**Religion or belief (please indicate):**

1. Prefer not to say 6. Jewish
  2. Agnostic 7. Muslim
  3. Buddhist 8. Sikh
  4. Christian 9. No religion or belief
  5. Hindu 10. Any other religion, please describe
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**Right to work in the UK**

YMCA Wirral complies with the Immigration, Asylum and Nationality Act 2006, and will require all employees to provide documentary evidence of their legal right to work in this country **prior to commencing employment**. Failure to provide this evidence will delay your employment start date.

From the list below, please indicate the relevant option to confirm which of these apply to you and, if applicable, where you have current visa and expiration date:

1. I am a citizen of the UK with settled status
2. I have indefinite leave to remain
3. I am a dependant of someone who has permission to work/study in the UK
4. I hold a Tier 1 visa
5. I hold a Tier 2 (general) visa
6. I hold a valid student visa
7. I hold a Tier 4 (adult student) visa
8. I hold a Tier 5 (temporary workers)
9. I do not have eligibility to work in the UK / require sponsorship
10. Other please state:

1. Date of visa expiration (if applicable)
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Do you have any endorsements in your passport which limit your stay or length of employment in the UK? (Y/N)

If yes, please detail:

SECTION 3.1: CANDIDATE EDUCATION

Education:

Secondary School / College / University	Examinations taken	Grade/Result

Other professional qualifications, training courses, papers: date and grade

Qualification / Training	Length of course	Training Provider	Grade/Result

Please insert rows as necessary.

## SECTION 3.2: EMPLOYMENT HISTORY

### Current Employment

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date (if applicable):

Salary:

Reason for leaving:

Period of notice:

Outline of your duties & responsibilities:

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### Previous Employment 1 (from most recent):

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline of your duties & responsibilities:

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### Previous Employment 2:

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:



Outline of your duties & responsibilities:

Previous Employment 3:

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline your duties & responsibilities:

Previous Employment 4:

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline of your duties & responsibilities:

Please add entries as necessary and applicable to role post.

### SECTION 3.3: RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please use this section to detail your relevant skills, knowledge, experience and your reasons for applying for the post.

## SECTION 3.4: OTHER INFORMATION

What activities outside work interest you? (Please also state any voluntary positions held you consider relevant)

Do you hold a UK driving license? (Y/N)

Do you have access to a vehicle? (Y/N)

### **Rehabilitation of offenders Act 1974**

Have you any convictions that are not spent under Rehabilitation of Offenders Act 1974? (Y/N)

If yes, please provide further details:

Do you have a portable DBS Certificate? (Y/N)

If yes, please insert your Certificate number:

*Please note, this is not a requirement for the role, we will make arrangements for those without a portable DBS Certificate.*

## SECTION 3.5: REFERENCES

Provide details of two referees. One must be your latest employer

### Reference 1

Full name:

Job title:

Organisation:

Relationship to you (e.g. line manager/tutor):

Contact number:

Email address:

May we contact before interview? (Y/N)

### Reference 2

Full name:

Job title:

Organisation:

Relationship to you (e.g. previous line manager/tutor/friend):

Contact number:

Email address:

May we contact before interview? (Y/N)