## The Balsam Centre

# **Application for Employment**

|  |  |
| --- | --- |
| **Post Applied for: Youth & Community Activities Worker****Closing date: 16th December 12.00 pm****Interview date: 18th December****Notes for completion:**Please complete this form inblack ink or typed scriptAdditional sheets may be attached.Please complete all sections. | **A green text on a white background  Description automatically generated** |

|  |
| --- |
| **1. Personal Details** |
| Surname: | First Names: |
| Adress: | Home Phone Number:Work Phone Number:Email Adress: |
| Do you have a full current driving licence?Yes/No | Do you own or have access to a car?Yes/No |

|  |
| --- |
| **2. Education and Qualifications** |
| Secondary School/College/University | Dates;From To | Qualification: | Grades: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **2. Education and Qualifications cont.** |
| Secondary School/College/University | Dates:From To | Qualification: | Grades: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **3. Present/Previous Employment and Voluntary Work****(most recent first)** |
| DatesTo From | Name and address of Employer | Job Title and brief outline of responsibilities | Reason for leaving |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **3. Present/Previous Employment and Voluntary Work****(most recent first) Cont’d** |
| DatesTo From | Name and address of employer | Job Title and brief outline of responsibilities | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **4. Information in Support of your Application** |

1. Please explain why you are applying for this vacancy and your reasons for considering a change of job (if currently employed).
2. Give details of relevant qualifications, experience (including voluntary work and courses attended).
3. What skills and personal qualities can you bring to this post? (Please refer to job description and person specification.) Continue on a separate sheet if necessary.

|  |
| --- |
|  |

|  |
| --- |
| **5. Interests** |
| What activities outside of work interest you?  |

|  |
| --- |
| **6. Criminal Convictions**  |
| Do you have a criminal record, including any pending convictions? All information given will be used only to assess the applicants’ suitability for the post and that they will be considered on merit and ability. |

|  |
| --- |
| **7. References**  |
| Name: | Name: |
| Address: | Address: |
| Email address and telephone number: | Email address and telephone number: |
| Position in organisation: | Position in organisation: |
| May we contact this referee prior to interview?Yes/No | May we contact this referee prior to interviewYes/No |

|  |
| --- |
| **8. DECLARATION**I declare that the information given on this application form is to the best of my knowledge true and complete. |
| SIGNED | DATE |

**The Balsam Centre is committed to safeguarding children and vulnerable adults, and therefore implement robust Safer Recruitment practices. DBS and Barred List checks will be undertaken for all posts that are deemed regulated activity. For all other posts, an enhanced DBS check will be undertaken unless they are supervised roles that are deemed not to meet the definition of regulated activity.**

Please return this form to: jennysparkes@balsamcentre.org.uk at

The Balsam Centre, Balsam ParkWincanton, Somerset, BA9 9HB.

Registered Charity Number 1080719

Company Ltd by guarantee in England and Wales Number 3898170