Application for employment

Chislehurst Youth for Christ

Please complete this form on screen (or print it) and return it to **admin@chislehurstyfc.org.uk**

Position applied for

Personal details

Please provide the following information.

Full name

Address

Postcode

Email address

Mobile phone

Home/other phone

Are you eligible to work in the UK?
Evidence of this will be required should you be invited to interview.

☐ Yes ☐ No

If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including if you are invited to interview?

☐ Yes ☐ No

If yes, please provide any details

Employment history

Please provide details of your employment history, starting with your current/most recent employment.

Name and address of employer	Job role and main duties	Start/end dates and reason for leaving

Education and qualifications

Please provide details about your education and formal qualifications.

School / College / University	Qualification gained	Date

Training

Please provide details of any training you have undertaken that may be relevant to the role.

Course provider	Course title	Date

Personal profile

Please use this section to tell us why we should consider you for this role, referring to the Job Description and Person Specification.

Please describe yourself, including strengths and weaknesses, in relation to the Job Description.

Please describe how your knowledge, skills and experience make you suitable for this role.

What is your motivation for applying? Explain why we should consider you for this role.

Supporting information

If there is anything else which you think we need to know to support your application, please include it here.

References

Please provide details of two people we can contact for references, one of whom should be your current/most recent employer. Referees cannot be related to you or be writing solely in the context of friendship.

Referee 1 – current/most recent manager

Name

Job title

Organisation

Address

Email

Phone/mobile

Referee 2

Name

Job title (if applicable)

Organisation (if applicable)

Address

Email

Phone/mobile

Criminal record

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether you should disclose a conviction or caution can be found on the Ministry of Justice website.

Declaration

Please read and sign the two declarations below.

I confirm that the information given in this application is correct and I understand that any misrepresentation or omission may render me liable to withdrawal of any job offer, or dismissal if offered a position. I am aware that Chislehurst Youth for Christ may close this position early if sufficient applications have been received.

Signed (type your full name)

Date

I authorise Chislehurst Youth for Christ to use and store my data in accordance with the General Data Protection Regulation for recruitment and employment purposes, to be seen only by those involved in the recruitment and selection process.

Signed (type your full name)

Date

Thank you for your application and interest in working for Chislehurst Youth for Christ.

Please save the completed form and email it to admin@chislehurstyfc.org.uk

2gether (charity shop), 103 High Street, Chislehurst, BR7 5AG
Chislehurst YFC Limited, c/o St Barnabas Church, Rushet Road, St Paul's Cray, BR5 2PU
Charity No: 1122523. A Member of Youth for Christ, a national charity.