



**1. Personal Details Form and Support Needs**

Please complete this carefully. This form will be detached from your application form for short-listing purposes.

**2. Application Form**

Read all the information about the job (the covering letter, advertisement, job description and person specification), which is provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write not applicable in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have done any work experience, tell us about the skills and knowledge you have gained from that too.

**3. Job Requirements**

Every job that is advertised is based on a ‘person specification’ which outlines the skills, knowledge, abilities, experience, qualifications and so on, that you will need for the job. We will assess your application against the person specification. Please make sure that you tell us enough to ***demonstrate that you do have the necessary experience or skills****.*

**4. Supporting Statement**

Do not ignore the supporting statement section on the form. It is an important part of the application form because you can tell us about your skills, knowledge, abilities, experience and qualifications. You should list **every** point of the person specification (essential and desirable criteria), and next to each point **give a specific example** which shows that you have the required skills, experience, knowledge etc and how you have used it. You should describe **what** you can do and **how you have done it in your current or previous job(s)**.

Make sure the information you give us is clear, precise and easy to understand. You may continue your supporting statement on additional sheets. However, your **total** supporting statement should be **no more than three sides of A4** **paper,** using 12 point font.

**5. Equal opportunities**

Remember to fill in the Equal Opportunities Monitoring Form, which is with this application pack. This helps us assess whether our policies ensure equality of opportunity and fair participation for all. We will not use the information that you give us when we decide who will get the job. We remove the monitoring form from the application pack when we get it and process it separately. People who are involved with short-listing and interviews will not see the monitoring forms.

**6. Contact with us**

Make sure that you send the application form to us on time. We will not consider any application that we receive after the closing date. Make sure you are free on any interview date. We are unlikely to be able to arrange another interview for you.

If we want you to come for an interview, we will aim to contact you five days before the interview date.

**7. References**

**One referee must be your current or most recent employer**. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor or a person within the Human Resources department within the organisation/company. **We will not accept personal references**.

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**This form will be detached from your application for short-listing purposes**

| **Job Title:** | | | **Date:** |
| --- | --- | --- | --- |
| **Surname:** | | **First Name:** | |
| **Address:** | | | |
| **Postcode:** | | **Preferred Title:** | |
| **Daytime Tel:** | | **Evening Tel:** | |
| **Email:** | **Date of Birth:** | | |

**References:** Please give details of two independent referees, the first of which should be your current or most recent employer. Please indicate if we can contact your current employer prior to the interview. References will only be taken up if you are short-listed.

| **Name and**  **Position held** | **Email and Contact Address** | **Telephone number** | **Contact prior to interview?** |
| --- | --- | --- | --- |
|  |  |  | ***Yes/No*** |
|  |  |  | ***Yes/No*** |

**Eligibility to work in the UK:** It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. We will not be able to employ you if you cannot produce any of the necessary documents.



* Do you have any restrictions on working in the UK? **Yes** **No**
* If yes, do you hold appropriate work visa/permits for the full term of this job?

**Yes** **No**

**Information for disabled applicants**

Tweeddale Youth Action is committed to the principle of equal opportunity for all its employees and for all applicants for posts with the organisation. We are committed to increasing employment opportunities for disabled people and encouraging all disabled people to apply for jobs with us. We will treat all information in confidence and this information will not be used as part of the short-listing process. Under the Disability Discrimination Act (1995) a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.



Based on this definition, do you consider yourself to be a disabled person? **Yes** **No**

If yes, please state your disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have particular requirements in respect of the interview or selection test, please give us details in the space below or provide details on an additional sheet.



| **Job Title:** |  |
| --- | --- |

**Section 1: Current Employment**

| Job Title: \_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address and postcode:  The date you started: The notice you have to give:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The reason for leaving: The date you left:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please give brief details of your responsibilities: |
| --- |

**Section 2: Previous Employment**

**Please complete in reverse chronological order (most recent first)**

| **Your employer’s**  **Name and address** | **Your job title and**  **main duties** | **From-to**  **(mm/yy)** | **Reason for**  **Leaving** |
| --- | --- | --- | --- |
|  |  |  |  |

| Are there any gaps in your employment history? **Yes** **No**  If yes, please give details |
| --- |

**Section 3: Details of any voluntary work relevant to the post**

|  |
| --- |

**Section 4: Education and Training**

**Secondary/Higher education**

| **Dates**  **(mm/yy)** | **School/FE college** **or University** | **Exams you have passed/** **Qualifications** |
| --- | --- | --- |
|  |  |  |

**Vocational/Professional Training**

| **Dates**  **(mm/yy)** | **College/University/**  **Awarding Body** | **Exams you have passed,**  **professional qualifications and training** |
| --- | --- | --- |
|  |  |  |

**Section 5: Supporting Statement**

| Please explain why you are applying for this job. Based on the person specification, **provide specific examples** to show how you meet each one of the essential and desirable criteria. If you need more space you should use a continuation sheet. |
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Please return this application by email to [info@tweeddaleyouth.co.uk](mailto:info@tweeddaleyouth.co.uk)