

YEMENI COMMUNITY ASSOCIATION IN SANDWELL

Job Application Form

Thank you for requesting an application form. Please ensure that you complete all sections of this form. Please return your completed form by the advertised closing date to the name and address below. Late applications will not be considered.



RETURN TO:

Yemeni Community Association in Sandwell,
Greetings Green Access Centre, Tildasley Street,
West Bromwich B70 9SJ

Email: info@yca-sandwell.org.uk

| | |
|-------------------------|-------------------|
| Job Title: | Ref: |
|-------------------------|-------------------|

1. Personal Details

| | |
|------------------------------------|-----------------------|
| Surname/Family name: | Forename(s): |
| Former Surname/Family Name: | |
| Preferred Title: | Date of Birth: |
| Address: | |
| Tel No: (Day) | Tel No: (Eve) |
| Email: | Fax No.: |

Canvassing and relationships

If you are related to or have a close personal relationship with an elected Member or an employee of the YCA please state their name and relationship to you.

Canvassing will lead to disqualification for appointment

Health:

Please state number of days sickness absence in last 12 months, with reasons:

2. Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken which are relevant to this post

| Name of School/College/University attended | From - To | Qualifications including Grades | Date obtained |
|--|-----------|--|---------------|
| Schools (after age 11) | | | |
| Further or higher education (Full and Part Time) | | | |
| Professional or other courses including training courses attended, NVQs etc. | Duration | Name of any Qualification awarded and Date | |

Membership of Professional Organisations

Driving Qualifications

Do you hold a current, valid full driving licence?

Yes

No

Please describe eg Car/LGV/PSV: _____

Do you own a car?

Yes

No

Do you have access to one?

Yes

No

3. Employment/Work Experience

Please include any previous work experience, either paid, unpaid or voluntary
Starting with the most recent

| Current Employer/Organisation (most recent with name and address of work base or establishment) address) | Position Held | Present Salary | Date Started | Period of Notice |
|--|---------------|----------------|--------------|------------------|
| | | | | |
| Duties | | | | |

Please state the nature/tenure of your existing contract:

* temporary / fixed-term / permanent / secondment

** Please delete as appropriate*

| Previous Employer/Organisations (most recent first) | Position Held and Brief Description of Duties/Responsibilities | Dates | | Reasons for leaving and final salary |
|--|--|-------|----|--------------------------------------|
| | | From | To | |
| | | | | |

4. Additional Information

Please state how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the enclosed job description & person specification.

(Continue on a maximum of one additional sheet if necessary)

5. Convictions/Disqualifications

Please give details and dates of: (a) Any convictions (including driving offences) and/or (b) Disqualifications from driving or performance of professional duties.

EXPLANATORY NOTE

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had never occurred) where the individual has not, after a period of time, committed another serious offence. Rehabilitation periods vary depending on the type and length of conviction originally incurred, for example:

Imprisonment for over 6 months but less than 30 months - Ten years
Imprisonment over 30 months - Never "spent"
Fine or sentence not covered by the Act - Five years
Conditional Discharge - One year
Probation - Five years

However if this post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 any convictions, whether spent or not, must be detailed. Please check in the job details for the "Spent" Convictions status of this post.

6. Reference

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job.

| | |
|---|---|
| Name: | Name: |
| Address: | Address: |
| Tel No: | Tel No: |
| Email: | Email: |
| Relationship to you (e.g. Manager): | Relationship to you (e.g. Manager): |
| Do you wish to be consulted before this referee is approached? Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you wish to be consulted before this referee is approached? Yes <input type="checkbox"/> No <input type="checkbox"/> |

7. Declaration

I declare that the information given in this application is correct and complete.

Signature: _____ Date: _____

NOTE: False statements or failure to disclose any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action.

If you have any queries or concerns please ring the contact number contained in the job details for the post.

Yemeni Community Association Equal Opportunities Monitoring Form

YCA will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. In working towards the success of this Policy, **all applicants** are asked to complete the questions detailed below.

This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.

Please tick as appropriate:

1. **Which of the following do you consider to be your ethnic origin?**
(tick only one box), see below for explanatory notes.

| | | | | | |
|--------------------|--------------------------|-------------------------|--------------------------|----------------------|--------------------------|
| White (W) | <input type="checkbox"/> | Irish (IR) | <input type="checkbox"/> | Black Caribbean (BC) | <input type="checkbox"/> |
| Black African (AF) | <input type="checkbox"/> | Black Other (BL) | <input type="checkbox"/> | Pakistani (P) | <input type="checkbox"/> |
| Bangladeshi (BA) | <input type="checkbox"/> | Chinese (CH) | <input type="checkbox"/> | Indian (IN) | <input type="checkbox"/> |
| Yemeni (Y) | <input type="checkbox"/> | Other - please describe | | | |

2. **Are you** Male Female

3. **Do you have a disability?** Yes No

4. **Please tick the age band currently applicable to you**

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| i. up to 19 | ii. 20-29 | iii. 30-39 | iv. 40-49 | v. 50-65 | vi. Over 65 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

How did you learn of this vacancy: _____

Monitoring Form Explanatory Notes

Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the 'any other ethnic group' box and give details in the space provided above.