YAMS Job Application Form

You Are My Sunshine (YAMS) Charity is a committed equal opportunity employer

1. Vacancy Details

Job Title:

2. Personal Details

Surname: Title:	
First Name(s):	
Address: Post Code:	
Telephone No:	Mobile Telephone No:
E-mail Address:	

3. Present and Most Recent Employment

Job Title:	Salary:
Date Started:	Leaving Date *(if applicable):*
Employer's Name: Telephone No:	
Address: Post Code:	
Main Duties and Responsibilities:	
Reason for Leaving *(if applicable):*	
Notice required:	

4. Previous Employment *(previous 10 years history required)*

Name and Full Address of Employers	Job Title and Main Responsibilities	Dates		Reason(s) for Leaving
		From	To	

5. Secondary, Further and Higher Education

School, College or University *(include location)*	Dates		Qualifications obtained *(include date, level and grade)*
	From	To	

6. Training and Development *(Include job related activities relevant to your application)*

Training courses attended *(name training provider)*	Dates		Qualifications gained
	From	To	

7. Membership of Professional Organisations

Organisation	Level of Membership	Examination Yes / No	Date Awarded

8. Public Duties or Social Activities *(include details of any public duties and/or activities with voluntary organisations)*

9. Additional Information

Do you hold a full current driving licence?

Do you have any endorsements?

Do you have the use of a car?

10. Asylum and Immigration Act 1996

To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

Are there any restrictions regarding your right to work in the UK?

If yes please provide details on a separate sheet of paper.

11. Rehabilitation of Offenders Act 1974

Have you ever been cautioned or convicted of a criminal offence?

If yes please give details in a separate envelope. You are not required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 unless the post is one that involves direct contact with children or vulnerable adults where we need to know about all convictions.

12. Disclosure and Barring Service Check

If this post is subject to a satisfactory Disclosure and Barring Service check, which will disclose all cautions, reprimands and warnings as well as convictions, in addition to completing this application form you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Director of Human Resources. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

13. Supporting Statement

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the job
- Your reasons for applying

Please use additional sheets if required

14. References

Please give the names and addresses of two referees. One should be your present or most recent employer. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. Additional referees may be sought from previous employers, particularly for positions working with vulnerable people.

In some instances references may be taken up prior to interview. Please state if you do not wish the references below to be requested until you are informed that your application has been successful.

Name: Job Title: Address: Post Code: Telephone No: Email address: ☐ ☐ **I do / do not** wish this reference to be taken up prior to interview ***(as applicable)***	Name: Job Title: Address: Post Code: Telephone No: Email address: ☐ ☐ **I do / do not** wish this reference to be taken up prior to interview ***(mark as applicable)***

15. Declaration

I declare that to the best of my knowledge the information given by me is true and complete. I understand that if after appointment any information is found to be inaccurate this may lead to dismissal without notice.

In accordance with the Data Protection Act 1998, I hereby authorise Age UK Cornwall & The Isles of Scilly to process the information contained in this application form for recruitment and selection purposes.

Signature Date

Please email application to: YAMS Charity Manager, Rhonda Jones: enquiries@yams.org.uk

Alternatively you can print and post applications to: FAO Rhonda Jones, YAMS, Newarthill Library, 1 Kirkhall Road, Newarthill, North Lanarkshire, ML1 5BB