

**YMCA APPLICATION FORM**

**(APPLICATION FOR A REGULATED ACTIVITY POSITION)**

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| **APPLICATION FOR THE POST OF:** |  |
| **APPLICANT REF. NO:** |  |
| **NAME OF APPLICANT:** |  |

Please complete this application form fully and accurately - minimum size 11 font.

**ALL DETAILS MUST BE COMPLETED ON THE APPLICATION FORM.**

If there is insufficient space for your answer, continue on a separate sheet.

**When completed, this form should be emailed on or before:**

**Thursday 5th December, 5pm.**

**To: andrea.spence@ymca-ireland.net**

**APPLICATION FORM**

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| **PERSONAL DETAILS** |

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| First name (in capitals)  (underline the name you are usually known by) | Surname in capitals |
| ADDRESS: | |
|  | |
|  | |
|  | Post Code: |
| Home Tel No: | |
| Mobile No: | |
| Where did you see this vacancy advertised/How did you hear about this vacancy? | |
| Email Address: | |
| Position applied for: | |

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| **EDUCATION**  **(Please give details of all qualifications obtained along with grade and date achieved.**  **Please give your most recent first).** |

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| **Level:**  **Secondary/Further/**  **Higher** | **Dates From** | **Dates**  **To** | **Course Details and Exam Results** | **Date**  **Obtained** |
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| **PROFESSIONAL QUALIFICATIONS**  (Held or working towards) |

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| **Professional Body/**  **College/University** | **Dates**  **From**  **Month/ year** | **Dates**  **To**  **Month/ Year** | **Course Details and results** | **Date Obtained** |
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| **SPECIALISED TRAINING** **OR COURSE ATTENDED** |

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| **Course Take** | **Organised by** | **Location** | **Date**  **To and From** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES**  **(**Please give details of membership of any professional duties) |

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| **Name of Professional Body** | **Level/type of membership** | **Registration details:** | **Expiry Date** |
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| **CURRENT OR MOST RECENT EMPLOYER** |

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| **Date Started**  **month/year** | **Date Left (if applicable)**  **month/year** | **Reason for Leaving** | **Job Title** | **Salary** | **Notice Period (if applicable)** |
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| **Name of most recent employer** |  |
| **Address** |  |
|  |  |
|  |  |
| **Post Code** | **Tel No:** |

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| **Position Held and a brief outline of duties:** |
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| **PREVIOUS EMPLOYMENT**  **Please give details of employment (paid or unpaid) over the last 10 years and begin with your most recent first** |

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| **Name and address of Employer and Nature of Business** | **Dates of Employ-**  **ment** |  | **Position held** | **Reason for Leaving** |
|  | **FROM**  **Month/Year** | **TO**  **Month/year** |  |  |
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| **SUPPORTING INFORMATION**  **Please ensure when completing this section you demonstrate how you meet all the shortlisting criteria as set out in the job description..** (Use extra pages if needed). |

**1. Tell us how your experience meets the criteria:**

**2. Tell us how your knowledge and skills meet the criteria:**

**3. Tell us how your abilities and qualities meet the criteria:**

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| **REFERENCES**  **Please give details of 2 referees; 1 must be your current or most recent Line Manager or school/college. References from family or friends are not acceptable.** |

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| **Reference 1** | **Reference 2** |

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| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |
| email address |  | email address |  |

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|  | YMCA Ireland is committed to safeguarding children, young people andadults, and to ensuring equal opportunity for all applicants.  You are applying for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is not open to anyone who is included on the Children’s Barred List.  It also falls within the position of an ‘excepted’ position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered ‘spent’, which are not protected. If you leave anything out it may affect your application.  This information will be verified through an AccessNI Enhanced Disclosure Check (EDC) if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included in a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.  The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.  Having a criminal record will not necessarily debar you from working with the YMCA. This will depend on the nature of the position, together with the circumstances and background of your offence/s or other information contained on a disclosure certificate.  Is there any reason why you may not be able to work in regulated activity with children and young people?  **Yes**  **No** | |
|  | |  | | --- | | **DATA PROTECTION ACT DECLARATION** |   The information on the application form will be held and processed by the requirements of the Data Protection Act 1998 and in line with YMCA Ireland’s Data Protection Policy and Procedures.  **Please read and sign:**  I understand that the information is being used to:  Process my employment application;  Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;  Form the basis of a manual job file with other application forms and will be used for processing; and if appointed, will form the basis of a manual and computerised employment record.  I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.  I agree that should I be successful in this application, I will, if required, apply for disclosure of criminal records.  I declare I have the right to work in the UK  **NOTE** The employer reserves the right to interview only candidates who meet the specified criteria. Short-listing will be based only on the information supplied by the candidate on this application form.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Please return this application form to: andrea.spence@ymca-ireland.net by: Thurs 5th Dec. 5pm.***  ***Please ensure you also complete the separate Declaration and Consent forms and the Equal Opportunity Monitoring forms and return to maggie.oneill@ymca-ireland.net*** | |
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