**

**APPLICATION FORM**

**Office Manager**

Once completed, please return to: [admin@yctsupport.com](mailto:admin@yctsupport.com)

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| **Surname/Family name:** |
| **First name(s):** |
| **Address:** |
| **Email:** |
| **Telephone Number/s:** |

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| **Relevant Qualifications and Training**  Please provide details of your qualifications and training, including:  Training organisation:  Subject studied:  Level of qualification achieved:  Training dates: |
| **Relevant Experience**  Please provide details of experience you have relevant to this role: |

**PREVIOUS EMPLOYMENT**

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| **Employer** |  |
| **Position** |  |
| **Dates of Employment** |  |
| **Brief description of role - duties**  **and responsibilities** |  |

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| **Employer** |  |
| **Position** |  |
| **Dates of Employment** |  |
| **Brief description of role - duties**  **and responsibilities** |  |

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| **Employer** |  |
| **Position** |  |
| **Dates of Employment** |  |
| **Brief description of role - duties**  **and responsibilities** |  |

REFERENCES

Please give the names, addresses and status of two referees who may be approached now, one of whom must be your present or most recent employer. References from friends or relatives are not acceptable. Please let your referees know that we may be in touch.

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| **Name:**  **Position:**  **Address:**  **Telephone:**  **Email address:**  **Capacity known:** | **Name:**  **Position:**  **Address:**  **Telephone:**  **Email address:**  **Capacity known:** |

**PERSONAL STATEMENT**

Please explain why you feel you are appropriate for this role. Shortlisting will be based on how well you demonstrate that you meet the requirements of the person specification.

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| Please continue on further sheets if necessary |

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| **CRIMINAL RECORDS CHECK- DISCLOSURE AND BARRING SERVICE (DBS)**  From 1st December 2012, the criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to form the Disclosure and Barring Service (DBS) and new disclosure certificates are now referred to as DBS. If you are appointed, you will be required to complete a disclosure application which will be sent to DBS. The DBS will provide a report to you and to YCT on whether you have any history of criminal convictions, including cautions and bind-overs. This post is exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as “spent”. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.  If you think you are likely to have a conviction identified by DBS you are encouraged to include a disclosure to us using a separate sealed envelope. This will only be opened after and if you are shortlisted to prevent discrimination.  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, we will require all new members of staff to provide documentary evidence that they are entitled to undertake the position applied for by having ongoing entitlement to live and work in the UK. Therefore, on offer of and before commencing the position, candidates should provide documentary evidence of their right to live and work in the UK. |

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| **DECLARATION**  I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live in the UK and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Signature: Date:** |

**Thank you for taking time to complete this application form.**

**Please return to:** [**admin@yctsupport.com**](mailto:admin@yctsupport.com)