27 Streatham Place, London, SW2 4QQ [info@knightsyouthcentre.org.uk](mailto:info@knightsyouthcentre.org.uk) I 020 8674 4055

# APPLICATION TO WORK WITH YOUNG PEOPLE

Knights Youth Centre employs paid staff and volunteers to work with young people. To protect young people and workers the suitability of all applicants is checked by:

BD14581_ Applying a thorough recruitment procedure.

BD14581_ The receipt of two satisfactory references.

BD14581_ A check of the applicant’s identity against two documents – one containing a photograph and the other the applicant’s address.

**Only applicants found suitable for appointment** will be required to provide:

BD14581_ Disclosure (of criminal convictions) from the Criminal Records Bureau.(DBS)

Please ensure that you complete all sections as fully as possible as the information given forms the initial stage of our selection procedure.

Position applied for

Title

Full Name

Current Address

Date of Birth

Telephone Number

Any dates when you will be unable to attend an interview

Please email electronic forms back to this email:

# EMPLOYMENT

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| --- | --- |
| Title of present or most recent post: | |
| Name and address of current/most recent employer: Name..........................................................  Address .......................................................  ...................................................................  Post Code ..................................  Contact number ................................  Email .......................................................... | Post Held:  From: ........................... To: ........................... |
| Salary: |
| Perm or Temp: |
| Other Benefits: |
| Notice to end present post: |
| Brief summary of key roles and responsibilities: | |
| Reason for leaving: *(answer if applicable)*  Will you continue working for your current employer if you are offered a role at Knights Youth Centre? | |

*Previous employment (most recent first) and include all periods of unemployment and voluntary positions. Continue on a separate sheet if necessary.*

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| **Job Title** | **Employer name and full address** | **From** | **To** | **Reason for leaving** |
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**EDUCATION AND TRAINING**

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| **Educational Qualifications** | **Level** | **Year Passed** | **Professional Qualifications and awarding body** | **Year Passed** |
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| Relevant courses/training undertaken: | | | | |

# OTHER INFORMATION

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| Have you ever worked for Knights Youth Centre before?  If YES, please give details:  ............................................................................................................................................  ............................................................................................................................................. |
| Have you ever applied for a position at Knights Youth Centre before?  If YES, please give details:  .............................................................................................................................................  ............................................................................................................................................. |
| Do you hold a current full driving licence? YES/NO  Does your licence have any endorsements or penalty points? YES/NO  If YES, please give details:  .............................................................................................................................................  Do you have experience of driving minibuses? YES/NO |
| Are you involved in any activity, which might limit your availability to work or your working hours?  If YES, please give details:  .............................................................................................................................................  Have there been any allegations of misconduct/capability or professional unsuitability which has been raised in any previous employment: YES/NO    .............................................................................................................................................  If you are related to a member of the Board or employee of Knights Youth Centre please give the name of the relative and your relationship:  ..............................................................................................................................................  NB: If you canvass any Board member or employee about your application you may be disqualified.  This does not stop a Board member or employee giving a written reference about you. |

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| **HEALTH**  Please note that you will be required to complete a medical questionnaire, prior to your appointment.  Have you had time off work through ill health during the last 2 years? YES/ NO  If YES, please list how many days including reasons for each absence  ...........................................................................................................................................................................  ...........................................................................................................................................................................  ........................................................................................................................................................................... |

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| **CRIMINAL RECORDS**  Most posts in Knights are exempt from The Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and ‘bind-overs’, including those regarded as ‘spent’ must be declared.  Providing false information is an offence and could result in the application being rejected or summary dismissal if recruited and possible referral to the police.  Have you been convicted of a criminal offence? YES/NO  If YES, please give brief details of the offence, including the date of the conviction.  .............................................................................................................................................  .............................................................................................................................................  .............................................................................................................................................  Convictions include the following:  • Sexual offences including soliciting, harassing, offences against or involving a child or children under 18, the possession and or distribution of child pornography, indecency or rape  • Violent offences including assault or bodily harm, kidnapping or abduction/false imprisonment.  • Offences involving drugs including trafficking and possession  • Stalking  • Other (please detail) |
| Do you have any criminal charges or summonses pending against you? Yes No  If YES, please give details:  ..............................................................................................................................................  ..............................................................................................................................................  ..............................................................................................................................................  NB : Prior to employment Knights Youth Centre will check your details provided in this application. Once an offer has been made we will then request an enhanced Criminal Records Check. A copy of the policy document titled “Recruitment of Ex-Offenders” and CRB policy document, accompanies the CRB application form. |
| **DISABLED APPLICANTS**  The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long–term effect on their ability to carry out normal day-to-day activities.  Taking this definition into consideration do you consider you have a disability? YES/NO  If you are shortlisted, please describe any special arrangements, which you would like Knights Youth Centre to make for your interview.  ............................................................................................................................................ |
| **THE ASYLUM AND IMMIGRATION ACT 1996**  Do you need a work permit to take up employment in the UK? YES/NO  Date of expiry of current work permit:............................................. |
| **REFERENCES**  Please give names and addresses of **TWO** referees, not related to you or solely writing in the capacity of friends. The referees must be your current/most recent and previous employer, both of whom should have known you in a professional context for at least one year. If an employer’s reference cannot be provided due to longevity with a previous employer or no employment history, a suitable alternative shall be agreed. Please note if you are not currently working with children, one reference must be obtained from an employer relating to children. We reserve the right to contact your present/last employer if an offer is made and accepted. References may be taken up prior to interview, unless you have specifically requested otherwise in the section below. Once received, Knights Youth Centre will review the references. If there are any queries about the quality of the reference we will discuss this with you.  NB. Please note that Knights Youth Centre requires two satisfactory references prior to employment commencing. |
| |  |  |  |  | | --- | --- | --- | --- | | Name |  | Name |  | | Position |  | Position |  | | Working Relationship |  | Working Relationship |  | | Address |  | Address |  | | Post Code |  | Post Code |  | | Tel no. |  | Tel no. |  | | Email Address |  | Email Address |  | | May we contact prior to interview? | YES NO | May we contact prior to interview? | YES NO | |

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| **SUPPORTING STATEMENT**  Please write a supporting statement detailing what knowledge, experience and skills you can bring to our programme, which apply to the criteria outlined in the person specification.  ***NB. Please note we will only be using the criteria indicated by SL in the person specification at the shortlisting stage so you should fully address these criteria below. The remaining criteria will be assessed at the interview stage.***  *A general CV will not be accepted in place of any information required on this form.*  *You may if needed attach two additional sheets only. Please state your name clearly on each additional sheet.* |

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| **DECLARATION**  • I understand that an offer of appointment will be subject to satisfactory references, CRB clearance, proof of identity and qualifications, medical clearance and successful completion of a probationary period.  • I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.  • I declare that the information I have given is, to the best of my knowledge, true and complete.  • I agree that the information given may be used for registered purposes under the Data Protection Act 1998.  Signed:................................................................................ Date : .......................................  **DATA PROTECTION ACT 1998**  Information given on the form may be held at Knights Youth Centre. Strict confidentiality will be observed and the information will only be used for statistical and record keeping purposes. |

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| **For Internal use only**  **Interview checklist re: Conditions of Employment & Safeguarding**  Shortlisted for interview  Seen and photocopied appropriate documentation to process DBS checks?  Ensured all questions relating to any current and pending convictions have been  answered / discussed satisfactorily?  Obtained a photocopy of NI card to prove right to work in the UK?  Reviewed / questioned any gaps in employment history?  Ensured reference details complete and referees are appropriate  i.e., current/previous employers?  Questioned satisfactorily any health disclosures / issues likely to impact upon  role applied for?  Position offered and accepted? |

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| **EQUAL OPPORTUNITIES**  Knights Youth Centre welcomes applications from all sections of the community regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.  **FOR MONITORING PURPOSES ONLY**  As part of Knights Youth Centre Equal Opportunities Policy, we aim to ensure that all applicants for posts receive equal treatment irrespective of their individual and diverse needs. In order to monitor the effectiveness of the policy and to assist in its development we would be grateful if you could complete this section. | |
| |  |  |  | | --- | --- | --- | | This section will be separated on receipt of the application form. | | | | Application for the post of: | | | | Surname |  | | | Forenames |  | | | Date of Birth |  | | | Gender | MALE | FEMALE |   **ETHNIC ORIGIN**  **I would describe my Ethnic origin as:** *please put a cross x in the relevant box* | |
| Indian  Pakistani  Bangladeshi  Asian Other  Black Caribbean  Black African  White British  White and Black Caribbean  No ethnic Information  How did you become aware of this vacancy?  *Please name any publication/individual* | White and Black African  White and Asian  Black Other  Other Mixed Background  Chinese  White Irish  White Other  Prefer not to say  Other ethnic origin  ................................................................. |