

PRIVATE & CONFIDENTIAL

MAHDLO YOUTH ZONE

APPLICATION FOR EMPLOYMENT

Please complete this form electronically or in black ink.

PART A: PERSONAL INFORMATION

Personal information is not used in the selection process and will not be seen by the panel assessing your application. This section of the application will be detached from your application and will be used solely for administration purposes.

Job Reference (if applicable)	
Position applied for	

1. Personal Details

Surname (block capitals)		Title:	
First names in full (block capitals)			
Address (including postcode)			
Phone (for us to contact you)			
Email address			
Are you eligible to work in the UK? (Successful candidates will be required to provide documentary evidence before a job offer is confirmed)			
National Insurance number			

2. General Details

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) ORDER 1975 (2013 and 2020)	
Owing to the nature of the work, the youth work profession is <u>exempt</u> from the previous provisions of the above Act. The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Mahdlo Youth Zone has the facility to check for convictions.	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes / No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974	Yes / No

(Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	
Should you be invited for interview you will be asked to complete a self-disclosure form.	

Do you hold a current full driving licence?	
Please give details of current endorsements or driving convictions	

If appointed, how soon could you join us?	
Are there any adjustments that may be required to be made should you be invited for interview? If so, please give details.	

3. Reference Details

Please give the names and addresses of two people whom we may contact for a reference, although Mahdlo reserves the right to contact any of your former employers. References given should cover the last 5 years of your employment. The first of your references **must be** your present employer. If you are unemployed, this should be your last employer, or if this is your first job, your head teacher or college tutor. Personal references (e.g. from your GP or friends) are not acceptable.

	CURRENT EMPLOYER	SECOND REFERENCE
Name		
Job title		
Organisation		
Address		
Phone		
Email		
How do you know your second referee?		

Data Protection Statement The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998.
--

4. Declaration

I confirm that I have completed this application form myself, and that all the information provided by me is true, accurate and complete. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. I understand also that an Enhanced Disclosure will be sought in the event of a successful application.	
Signed:	Date:

Please send completed application forms by email to HR@mahdloyz.org or by post to:

Please note that some of our roles will have a minimum age limit due to the age of the young people we work with in order to comply with our Safeguarding practices.

Please note that we will only be able to notify candidates who are shortlisted for interview.



An **OnSide** Youth Zone

PRIVATE & CONFIDENTIAL

MAHDLO YOUTH ZONE

APPLICATION FOR EMPLOYMENT

Please complete this form electronically or in black ink.

PART B: EQUAL OPPORTUNITIES MONITORING

Personal information is not used in the selection process and will not be seen by the panel assessing your application. This section of the application will be detached from your application and will be used solely for administration purposes.

Mahdlo recognises and actively promotes equal opportunities and the benefits of a diverse workforce and is committed to treating all employees equally with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Gender		Date of Birth		Age	
Nationality		First Language			
Home Postcode		How will you travel to work?			

Ethnic Origin

This term refers to different racial groups and not to your nationality, country of birth or religious affiliation. If you feel that you do not fall within these categories, please indicate under 'Other.'

I would describe myself as:

Black Asian White Mixed Other

.....

Please specify

I would describe my racial origin as:

British Irish Other White background*

African Caribbean Other Black background*

Indian Pakistani Bangladeshi

Other Asian* Chinese Other Ethnic group*

White and Black African	White and Black Caribbean
White and Asian	Other Mixed background
*Other White/Black/Asian/Mixed/Ethnic background (please specify below)	

Disability	
The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”	
Taking this into account, do you consider that you have a disability?	
If yes, please state nature of disability:	

If you wish, you may disclose information about yourself in this section about your:	
Religion	
Sexual orientation	

How did you find out about this vacancy?		
To help us to target our recruitment activity more effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about the vacancy. Please be specific.		
Where?	Please tick	Detail of what / where / who?
Newspaper		
Magazine		
Poster		
Website		
Word of mouth		
Other		



An **OnSide** Youth Zone

Registered Charity Number: 1134427

Unique Identification Number	
------------------------------	--

PRIVATE & CONFIDENTIAL

MAHDLO YOUTH ZONE

APPLICATION FOR EMPLOYMENT

Please complete this form electronically or in black ink.

PART C: COMPETENCY APPLICATION FORM

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the job description and person specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

1. Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

From and to dates	Employer Name & Address	Job Title, Main Responsibilities Major Achievements	Salary (and reason for leaving if applicable)

Please continue on an additional sheet if necessary (or extend table)

2. Education and Training

Based on the Person Specification, list education, training, any relevant professional qualifications and

membership of professional organisations.

Educational, Technical and Professional Qualifications			
Course / Subject	From and to dates	Awarding / Professional Body	Qualification/Grade/Attainment Level

Training and Professional Memberships			
Course / Subject	From and to dates	Awarding / Professional body	Qualification/Grade/Attainment Level

Please continue on an additional sheet if necessary (or extend table)

3. INFORMATION TO SUPPORT YOUR APPLICATION

Using the Person Specification, please give examples of how you meet the essential and desirable criteria.

Examples can be taken from work, volunteering, extra-curricular activities etc. Please also give any further information that is relevant to your application **(maximum word count is 1500 words)**.

Please continue on an additional sheet if necessary (or extend table)