

Personal Details

Title	Surname	First Names	
Home Address			
Postcode			
Home Phone Number			
Work Phone Number			
Mobile Number			
Email Address			
Current/Most Recent Employer			
Organisation Name			
Job title	From	To	
Period of notice required	Current/Final salary		
References			
<i>Please note that one reference must be from your current or most recent line manager; we will not contact your current employer without your consent</i>			
1. Name:			
Job Title:			
Email Address:			
Telephone number:			
2. Name:			
Job Title:			
Email Address:			
Telephone number:			
Declaration			
The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment. Such information includes details relating to my health and to any criminal record.			
Signature:		Date:	

Additional Details

Name: _____

Post applied for: _____

1. Additional Requirements

New Horizon Youth Centre is positive about employing people with disabilities and will make reasonable adjustments to enable full participation in the selection process and in employment with us. The following questions are designed to enable us to best support applicants with disabilities:

Do you have any medical condition or disability that you believe we should be aware of:

(a) In relation to adjustments you may need us to make to enable you to participate in the recruitment process (interviews and tests?)

Yes/No (if yes, please give details)

(b) In relation to your employment and for which you may require support, modifications, adjustments, or special equipment to assist you in carrying out the duties of this post?

Yes/No (if yes, please give details)

2. Probity

Are you a relative or spouse/partner/cohabitee of an NHYC employee or member of NHYC's Board of Management?

Yes/No

Do you have any direct or indirect financial or personal interests related to NHYC?

Yes/No

If you have answered YES to any of the above, please provide details:

3. Right to work in the UK

Do you require a work permit?

Yes/No

4. Rehabilitation of Offenders Act

In accordance with the spirit of the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure and Barring Service guidance, NHYC will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.

For all NHYC posts involving the direct provision or management of services to our clients, spent and unspent convictions and police cautions which meet the following definitions must be disclosed by all applicants on the form below.

- Convictions that resulted in a custodial sentence (regardless of whether served)
- Where the individual has more than one conviction all convictions must be disclosed
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)
- Cautions or convictions which relate to sexual offending, violent offending and/or safeguarding and appear on the DBS website:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

For all other posts, only unspent convictions must be declared.

This form will be confidential to the panel members and Human Resources staff, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.

If you are offered a post at NHYC that is exempt from the Rehabilitation of Offenders Act 1974, you will be asked to obtain a Disclosure and Barring Service Disclosure, and the job offer and/or any subsequent contract of employment will be subject to NHYC being satisfied with the contents of the Disclosure. NHYC complies with the DBS Code of Practice and a copy is available on request.

Do you have any spent or unspent convictions, cautions, reprimands or warnings that meet the disclosure requirements outlined above?

Yes/No

If you have answered 'Yes' please give details including dates and sentences. Please continue on a separate sheet if necessary:

Conviction (or Caution if relevant)	Dates	Details of Sentence (including whether Spent/Unspent)
Please give further details on any conviction(s) recorded above (use a separate sheet if necessary):		

DECLARATION

The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment. Such information includes details relating to my health and to any criminal record.

Signed:

Date:



Equal Opportunities Monitoring Form

We would be grateful if you could fill in this form to assist us with monitoring our recruiting process.

Your Details (mark choices in the box with a cross (x))										
Male		Female		Trans		Non Binary		Other		
Sexual orientation										
Ethnic origin										
Do you consider yourself to have a disability?							Yes		No	
If you do, is there anything that would need to be provided to assist you in undertaking this post?										

Thank you for helping us with our monitoring process.