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| **SESSIONAL YOUTH WORKER APPLICATION FORM** | |
| Thank you for your interest in working at Dost Centre for Young Refugees and Migrants.  If you are successful, you will be invited in for an interview and to attend a Youth Session to see how you get on and to give you a clearer idea of the role.  We wish to ensure that comparison between applicants is fair and in line with our Equal Opportunities Policies. If you choose to complete the Equal Opportunity Form, this should be returned to Bejal Shah (Trustee) at [bejal.shah@outlook.com](mailto:bejal.shah@outlook.com) to ensure that this is kept separate from your application.  The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview.  It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet the points on the person specification.  Please note that CVs are not accepted.  If you would like more information, please contact [marian@dostcentre.co.uk](mailto:marian@dostcentre.co.uk) or call 07852855711 | |
| Please complete this form electronically and email to [marian@dostcentre.co.uk](mailto:marian@dostcentre.co.uk) or post to:  Marian Spiers  Director  Dost Centre for Young Refugees and Migrants  Newham Leisure Centre  281 Prince Regent Lane, London,  E13 8SD | |
| **Position applied for** |  |
| **PERSONAL DETAILS** | |
| Surname |  |
| First name |  |
| Address |  |
| Telephone number/ mobile |  |
| Email address |  |

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| **EDUCATION AND TRAINING**  Please list any education and/or training (including short courses) that you have completed. | | |
| **Date undertaken** | **Course/Training details** | **Result/Qualification gained** |
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| **PAID AND/OR UNPAID WORK EXPERIENCE**  Please include your current/previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependents etc.  Please put in date order, starting with the most recent and continue onto a separate sheet if necessary. | | |

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| **Dates From -To** | **Job Title, Employer** | **Duties** | |
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| **REFERENCES**  Please give the name and address of two referees who can comment on your suitability.  These should not be relatives or friends.  If you have been employed, we would normally expect these to be your two most recent employers or voluntary placements. | | | |
| **First Referee** | | **Second Referee** | |
| Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: | | Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: | |
| **SUPPORTING INFORMATION**  In this section we would like you to give specific information in support of your application.  Please consider the job description and person specification and demonstrate how you meet all of the criteria and give examples of how you feel that you have met these, with practical examples.  Please do not exceed 500 words. (continue on a separate sheet if necessary) | | | |
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| **CRIMINAL CONVICTIONS (Rehabilitation of Offenders Act 1974)** A prior or pending criminal conviction will not necessarily prevent you from working with us. However, failure to disclose this information may result in the termination of any arrangements made.  You may wish to discuss this at the initial meeting.  It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with vulnerable groups. | | | |
| **Do you have any criminal convictions or any pending? (Please give details)** | | | |
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| **Data Protection Act 2018**  As part of the recruitment procedure, we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions. | | | |
| **I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.** | | | |
| **Applicant Signature:** | | |  |
| **Dated:** | | |  |

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| **Please tick which days you are available to work if applicable (if dates are not already stated in the Job Description.**  **Please see the website for an up-to-date programme of activities**  **[www.dostcentre.co.uk](http://www.dostcentre.co.uk)** | | | |
| Monday Afternoons - ESOL Class  3.30pm - 5.30pm |  | Monday Evenings - Youth Club  5.45pm - 8.15pm |  |
| Thursday Evenings - Youth Club  5.45pm - 8.15pm |  | Weekends for trips/ residentials |  |
| **Thank you for taking the time to apply to Dost - we appreciate it and will get back to you shortly.** | | | |