



Unitas is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Please complete this form electronically (start typing in the shaded area). If you are unable to complete electronically, please use black ink.

PART A: PERSONAL INFORMATION

Position applied for			
Surname (block capitals)		Title:	
Preferred first name			
Names in full (block capitals)			
Address (including postcode)			
Phone (for us to contact you)			
Email:			
Are you eligible to work in the UK?			
National Insurance number			

PART B: PERSONAL PROFILE

Please summarise in no more than 120 words, why you believe you are suited to the roles that you have applied for. (You will be able to expand on your experience, competencies and qualifications in Parts C, D and E.)

PART C: EDUCATION & TRAINING

Based on the Person Specification, please list education, training, any relevant professional qualifications and membership of professional organisations below.

Date	Subject	Educational establishment	Qualification/Grade

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

PART D: EMPLOYMENT HISTORY

Starting with your current/most recent employment.

Dates Start & Finish	Employer Name & Address	Job Title, Main Responsibilities Major Achievements	Final Salary, Reason for Leaving

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PART E: INFORMATION TO SUPPORT YOUR APPLICATION

Looking at the role profile, please explain how your skills, knowledge and experience meet the requirements of the job role. Additionally, please add any further relevant information to support your application .

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PART F: REFERENCES

Please give the names and addresses of two people whom we may contact for a reference. Please note that OnSide 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 headteacher 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?	
Can we take up your references before interview?	

PART G: GENERAL

REHABILITATION OF OFFENDERS ACT 1974 <i>Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. OnSide has the facility to check for convictions.</i>	
Have you at any time been convicted of a criminal offence?	

If 'Yes', please give details in strict confidence	
How did you find out about this position?	
Do you hold a current full driving licence?	
How long have you held this licence?	
Please give details of current endorsements or driving convictions:	
If appointed, how soon could you join us?	

PART H: DECLARATION

I confirm the information given on this form is correct and complete. I acknowledge that misleading statements may be grounds for cancelling any agreements made. I understand that an Enhanced Disclosure will be sought in the event of a successful application.	
Signed:	Date:

If you are sending this form electronically, you will be asked to sign it if you are invited for interview.

Please return this form by email to our Applications inbox at recruitment@unitasyouthzone.org, with the subject heading of the role you are applying for.

For information regarding how Umitas Youth Zones processes your data, please click here: <https://www.unitasyouthzone.org/privacy-policy/>