

**Cumbria Youth Alliance**

**Application Form**

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| **Job Title: Choices Administrator**  |

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| **Personal Details** |
| Full Name: |
| Address including postcode: |  |
| Email Address: |
| Telephone numbers: Day: |
| Evening: Mobile: |

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| **Education, Skills, Qualifications and Training***Insert additional lines if necessary* |
| Dates(Optional) | Establishment/ Location | Course or Other Details | Qualification |
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| **Employment History** |
| *Present or most recent employment* |
| Dates(Optional) | Name, address, phone number and email address of Employer | Job Title and Outline of Duties |
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| Reason for Leaving |  |

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| *Previous Employment (most recent first)Insert additional lines if necessary* |
| Dates (Optional) | Employer/ Organisation | Job Title and Responsibilities |
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| *Describe how your previous experience and skills match the qualities and skills given in the job description/person specification; please answer each point of the person specification with examples.* |
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| *Any other relevant information in support of your application?* |
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| Are you eligible to work in the UK? YES/NO*If we decide to offer you the job, before you start work we will need to see proof that you are eligible to work in the UK (if you do not have a National Insurance Number, we will ask you for other evidence).* |
| Do you hold a current full driving licence? | YES/NO (Delete as applicable) |
| Do you have regular use of a vehicle? | YES/NO (Delete as applicable) |

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| **REHABILITATION OF OFFENDERS ACT 1975 (EXEMPTIONS) ORDER 1975** Due to the nature of the work for which you are applying, which involves substantial access to children, this post is exempt from provision of Section 4(2) of the Rehabilitation of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1975 (Exemptions) Order 1975. Applicants are therefore not entitled to withhold information about Convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential. A criminal record will not necessarily be a bar to obtaining a position. In order to fulfil this requirement please provide these details. |
| Do you have any previous convictions, whether “spent”, or “unspent” within the Act Including motoring offences other than parking offences), including any cautions, reprimands, final warnings, bind-over’s or any convictions from overseas? (If you have had no convictions please write the word ‘none’).**Please give details:**  |
| *I agree to my details being passed on to the relevant authorities so that a check can be made.* |
| *I consent to have my data stored by Cumbria Youth Alliance and shared with the interview panel for the post.* |

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| **Declaration**I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment |
| Signed: | Dated:  |

*Please note that an electronic application is welcome; however if invited for interview you should bring with you a signed original copy.*

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| **Referees***Please give contact details (with daytime telephone numbers if possible) of two referees. One must be your last or current employer and both should ideally be able to comment on your recent employment. We will notify you if we plan to contact your referees.* |
| Name:  |
| Position:  |
| Organisation:  |
| Relationship to you:  |
| Address:  |
| Phone Number: |
| Email Address: |
| Name:  |
| Position:  |
| Organisation:  |
| Relationship to you:  |
| Address:  |
| Phone Number: |
| Email Address: |