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| --- | --- | --- | --- |
| **Position Applying for** |  | **Available Start Date** | dd/mm/yyyy |

**PERSONAL INFORMATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Surname** | | | **Previous Surname** | | **First Name(s)** | | |
|  |  | | |  | |  | | |
| **Address** | |  | | | | | | |
| **Contact No.** | |  | | | | **National Insurance No.** | |  |
| **Email** | |  | | | |
| **Do you have a valid full driving license?**  **Do you have regular access to a car?**  **Do you have any points of convictions against you?**  *If YES, please provide details:* | | | | | | | | YES / NO  YES / NO  YES / NO |
| **YSS staff are required to work flexibly on occasions. Are you able to work weekends and evenings?** | | | | | | | | YES / NO |
| **Please give details of any other employment / education you would continue with if you were successful in obtaining the position with YSS** | | | | |  | | | |
| **Do you have the right to work in the UK?** | | | | | | | YES / NO | |
| **If YES, what is your status/visa type?** | | |  | | | | **Visa Expiry Date** | dd/mm/yyyy |
| As an organisation working with military families an ex-military personnel, we have signed The Armed Forces Covenant and have pledged to offer guaranteed interviews to veterans, young and old, if they meet the selection criteria laid out in the Job & Person Descriptions.  **Have you ever been a member of the armed forces or the spouse or partner of a member of the armed forces?** YES / NO | | | | | | | | |
| **Have you previously been a volunteer/employee of YSS?** YES / NO  *If YES, please provide details:* | | | | | | | | |

**REFERENCES** *(Please provide the names of two professional references – one should be your present employer. Personal references from family members or friends will not be accepted)*

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| --- | --- | --- | --- |
| **Name & Position** |  | | |
| **Organisation** |  | | |
| **Relationship** | e.g. manager, colleague | **Email** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Position** |  | | |
| **Organisation** |  | | |
| **Relationship** | e.g. manager, colleague | **Email** |  |

*By signing this form and naming your referees, you consent that should a conditional offer of employment be made to you following interview(s), YSS can contact the referees named below to obtain a reference.*

**ADDITIONAL INFORMATION** *(this section must be completed)*

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| **Can you confirm you have read the job description and fully understand the requirements of the role, working hours, and contract duration (if applicable)?** |
|  |
| **Please summarise your motivation in applying for this position. For example, why do you want the job? What relevant skills and experience do you have? Do you have any lived experience of using our services or those offered by similar organisations?** |
|  |
| **What do you consider your weaknesses?** |
|  |
| **What do you consider your proudest accomplishment?** |
|  |
| **Can you describe a stressful situation that you have been in (e.g. multiple deadlines, conflicts at work) and how did you handle it?** |
|  |
| **Can you describe a time when you have worked collaboratively with other stakeholders and what were the benefits and challenges of doing so?** |
|  |
| **How do you prioritise your workload with competing demands?** |
|  |
| **Can you tell us about a time where you have identified a safeguarding concern and how did you deal with this?** |
|  |

**DECLARATION**

* I confirm that the information provided above is complete and accurate. I understand that any false or misleading information may result in the withdrawal of any employment offer.
* I acknowledge that if my application is successful and I am offered a role involving regular and direct contact with children, young people under 18, and of vulnerable adults, I will be required to complete a Safeguarding Declaration Form as part of YSS’s Safer Recruitment and Safeguarding Procedures.
* I understand that YSS requires evidence of my physical or mental suitability to perform the role. I agree that YSS reserves the right to request a medical examination. If further information is needed, and YSS intends to contact my doctor to obtain a medical report, I am aware that the law requires YSS to inform and seek my permission before doing so.
* I will provide proof of identity demonstrating I have the right to work in the UK.
* I acknowledge that any offer of employment is contingent upon the receipt of two satisfactory written references.
* I agree that, if successful, I will apply to the Disclosure and Barring Service for a Disclosure and Barring Certificate and/or grant permission for YSS to conduct a DBS Update Service Status Check. I understand that failure to do so, or failure to provide YSS with sight of the DBS Certificate (within 5 working days of receipt), or if the disclosure is unsatisfactory, may result in the withdrawal of any employment offer.
* I agree that, if successful and required for the role, I will undergo NPPV Level 2 Security Vetting as required by the Police. If the vetting is unsatisfactory, any employment offer may be withdrawn.

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| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**DATA PROTECTION**

The letter and data protection privacy notice on our website explains what personal data (information) we will hold about you, how we collect it, and how we will use it and may share information about you during the application process. You have the right to object to your details being retained. If you wish you exercise this right, please email [datamanager@yss.org.uk](mailto:datamanager@yss.org.uk).

If you are the successful candidate, this application will be used as part of your personnel record.

If you are unsuccessful, YSS would like to retain application forms for a period of 6 months in order to share future vacancies with suitable candidates.

Please confirm if you would like to be contacted regarding future vacancies: **YES / NO**