



**YouthBorders**  
**Application Form**

**Chief Officer**

## Personal Details Form

This form will be detached from your application for short-listing purposes

<b>Job Title:</b>		<b>Date:</b>
<b>Surname:</b>	<b>First Name:</b>	
<b>Address:</b>		
<b>Postcode:</b>		<b>Preferred Title:</b>
<b>Daytime Tel:</b>		<b>Evening Tel:</b>
<b>Email:</b>		

**References:** Please give details of two independent referees, the first of which should be your current employer. Please note that referees will only be contacted if YouthBorders wish to make a conditional offer of the post. All conditional offers will be subject to satisfactory references

<b>Name and Position held</b>	<b>Email and Contact Address</b>	<b>Telephone number</b>

**Eligibility to work in the UK:** It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. We will not be able to employ you if you cannot produce any of the necessary documents.

- Do you have any restrictions on working in the UK?      Yes  No
- If yes, do you hold appropriate work visa/permits for the full term of this job?      Yes  No

## Information for disabled applicants

YouthBorders is committed to the principle of equal opportunity for all its employees and for all applicants for posts with the organisation. We are committed to increasing employment opportunities for disabled people and encouraging all disabled people to apply for jobs with us. We will treat all information in confidence and this information will not be used as part of the short-listing process. Under the Disability Discrimination Act (1995) a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

Based on this definition, do you consider yourself to be a disabled person? **Yes**  **No**

If yes, please state your disability: \_\_\_\_\_

If you have particular requirements in respect of the interview or selection test, please give us details in the space below or provide details on an additional sheet.

## Application Form

<b>Job Title:</b>	
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### Section 1: Current or most recent employment

Job	Salary:
Your Employer:	
Address and postcode:	
How long have you worked for this employer?	
Period of notice required	
Please give brief details of your current/most recent responsibilities:	

## Section 2: Previous Employment

Please complete in reverse chronological order (most recent first)

Employer's Name and address	Job title and main duties	Dates	Reason for Leaving



### Section 3: Education and Training

#### Higher or Further Education

Dates	FE College or University	Exams passed/Qualifications

#### Vocational/Professional Training

Dates	College/University/ Awarding Body	Exams passed, professional qualifications awarded or training completed

## Section 4: Supporting Statement

Please explain (maximum of 500 words) why you are applying for this job. Based on the person specification, provide specific examples to show how you meet each one of the essential and desirable criteria.

YouthBorders is a GDPR compliant organisation which treats and holds all data securely and sensitively.

Please return this application to YouthBorders together with a covering letter to [chair@youthborders.org.uk](mailto:chair@youthborders.org.uk) by 12 noon on Monday January 7<sup>th</sup> 2019.