PLEASE DO NOT SEND A CV AS IT WILL NOT BE CONSIDERED IN ANY WAY

|  |  |
| --- | --- |
| Surname: | First Names: |
| Address: | Email: |
| Telephone: Home  Mobile | Daytime Phone: |
| May we contact you discreetly at the daytime number above? | Yes 🞎 No 🞎 |
| If successful, what notice period would you need to give? |  |

**Further Education & Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| **College/University** | **Qualifications Gained** | **Date(s)** |
|  |  |  |

**Education and Qualifications (Secondary school onwards)**

|  |  |  |
| --- | --- | --- |
| **School** | **Subject & Level** | **Date** |
|  |  |  |

# Recent Training – Please list with most recent first ( covering last 3 years)

|  |  |  |
| --- | --- | --- |
| **Course** | **Length of Course** | **Date(s)** |
|  |  |  |

**Present Employment/Voluntary Work (or last employment if not currently employed)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and address of employer | | | | | | | |
| Position held: |  | | From: |  | | To: |  |
| Brief outline of duties and responsibilities: | | | | | | | |
| Reason for leaving: |  | | | | | | |
| Salary: |  | Value of other benefits: | | |  | | |

**Previous employment**  **in chronological order (most recent job first) :**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates From/To | Name and address of employer | Position held | Reason for leaving |
|  |  |  |  |
| Key Responsibilities | | | |
| Dates From/To | Name and address of employer | Position held | Reason for leaving |
|  |  |  |  |
| Key Responsibilities | | | |
| Dates From/To | Name and address of employer | Position held | Reason for leaving |
|  |  |  |  |
| Key Responsibilities | | | |

*Please add additional rows as necessary*

**Your Reasons for Applying:**

Please give your reasons for applying for this post and explain with reference to the Job Profile why you are well suited to doing it:

**Spare time interests**

Please include membership of clubs and societies. Please note any offices held in these organisations:

# References

Please give details of two people who can provide us with an assessment of your suitability for this post. **Personal referees are not suitable**. If you are currently employed, one of your referees should be your employer. If you are unemployed, one of your referees should be your most recent employer.

Please advise if you do **not** want us to contact either referee before informing you

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone Number:** | **Telephone Number:** |
| **Occupation:** | **Occupation:** |
| You may/may not contact before advising me | **You may/may not contact before advising me** |

Where did you see this post advertised?

**We are required by law to ensure that anyone working for us is entitled to live and work in this country. Accordingly, if selected for interview we will require to see your passport as evidence of your right to work here.**

# Asylum and Immigration Act 1996

|  |  |
| --- | --- |
| **UK** National Insurance number: |  |

I hereby declare to the best of my knowledge that the information given on this form and attached papers is true and correct and can be treated as part of any subsequent Contract of Employment.

|  |  |
| --- | --- |
| Signed: | Date: |

**Return to:**

Mike Abbott, Chief Executive,

Surrey Youth Focus, Astolat, Coniers Way, Burpham, GUILDFORD GU4 7HL

**By Friday 4 October 2013**

**Equalities and Diversity Policy**

**This information will not be used in the short-listing process**.

**Disability Discrimination Act 1995 (DDA)**

If you have a disability as defined in the DDA, please give details below.

If you fulfil the criteria for the post, this information will be used to guarantee you an interview. It will only be used in the interview process to assess whether any adjustment would be needed for you to carry out the work of the post.

Please also use the space below to let us know of any special requirements you have to enable you to attend an interview, if short-listed.

|  |
| --- |
|  |

# Disclosure of Criminal Convictions

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, please give full details.