

### Sessional Youth Work Programme Manager Deputy Application Form

Thank you for your interest in working at DOST Centre for Young Refugees and Migrants.

Please complete the form below and return to Marian Spiers.

If you are successful, you will be invited in for an interview so that you can find out more about our work and we can find out more about you.

If you would like more information, please contact marian@dostcentre.co.uk or call 07852855711

**CONFIDENTIAL**

Please complete this form electronically and email to [marian@dostcentre.co.uk](mailto:marian@dostcentre.co.uk) or post to address at the end before the closing date.

We wish to ensure that comparison between applicants is fair and in line with our Equal Opportunities Policies.

The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview.

It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet the points on the person specification.

Please note that CVs are not accepted.

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| --- | --- |
| Position applied for | **Sessional Youth Work Programme Manager Deputy** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname/family name |  |
| First name |  |
| Address |  |
| Telephone number |  |
| Home |  |
| Work |  |
| May we contact you at work? |  |
| When would you be available to take up the post? |  |

**EDUCATION AND TRAINING**

Please list any education and/or training (including short courses) that you have completed.

(continue on an extra sheet if necessary)

|  |  |  |
| --- | --- | --- |
| **Date undertaken** | **Course/Training details** | **Result/Qualification gained** |
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**REFERENCES**

Please give the name and address of two referees who can comment on your suitability for the post. These should not be relatives or friends. If you have been employed, we would normally expect these to be your two most recent employers.

We do not contact referees until a conditional offer of employment is given.

|  |  |
| --- | --- |
| **First Referee** | **Second Referee** |
| Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: | Name:  Address:  Phone:  Email:  Job Title:  Relationship to you: |

**PAID AND/OR UNPAID WORK EXPERIENCE**

Please include your current/previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependents etc.

Please put in date order, starting with the most recent and continue onto a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| **Dates From -To** | **Job Title, Employer** | **Duties** |
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**SUPPORTING INFORMATION**

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| In this section we would like you to give specific information in support of your application.  Please consider the job description and person specification and demonstrate how you meet all of the criteria and give examples of how you feel that you have met these.  Please do not exceed 500 words. |

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### CRIMINAL CONVICTIONS (Rehabilitation of Offenders Act 1974)

A prior or pending criminal conviction will not necessarily prevent you from working with us. However, failure to disclose this information may result in the termination of any arrangements made. You may wish to discuss this at interview.

|  |  |  |
| --- | --- | --- |
| **Do you have any criminal convictions or any pending? (Please give details if you have answered yes)** | **YES** | **NO** |
|  | | |

**Data Protection Act 1998**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

**I declare the information given on this form is correct to the best of my  
knowledge and acknowledge that by signing this form I give my consent to  
sensitive personal information being recorded and stored.**

|  |  |
| --- | --- |
| **Applicant Signature:** |  |
| **Dated:** |  |

Please return completed applications to: [marian](mailto:marian.spiers@dostcentre.org)@dostcentre.co.uk

Marian Spiers

Youth Work Programme Manager

DOST Centre for Young Refugees and Migrants

Newham Leisure Centre

281 Prince Regent Lane

E13 8SD

**Equal Opportunities Monitoring Form** 

Dost Centre is committed to a policy of equal opportunities in our recruitment and selection procedures.

To help us find out how far we are succeeding in providing equal access to opportunities, we would appreciate your co-operation in completing this form.

**This form will not be attached to your application or affect it in any way**.

**Please circle your answer**

**Ethnic origin**:

|  |  |
| --- | --- |
| **Asian or Asian British**   * Indian * Pakistani * Bangladesh * South East Asian * Any other Asian background, please specify: | **Mixed**   * White and black Caribbean * White and black African * White and Asian * Any other mixed background, please specify |
| **African or Afro-Caribbean or Black British**   * Caribbean * African * Any other black background, please specify | **White**   * British * Irish * European * Other white background, please specify |
| **Other ethnic groups**   * Chinese * Latin American * Middle Eastern * Any other background, please specify |  |

**Refugee Status**

|  |  |  |  |
| --- | --- | --- | --- |
| Asylum Seeker | Refugee | Neither | Prefer not to say |

**Gender**

|  |  |  |  |
| --- | --- | --- | --- |
| Male | Female | Trans | Prefer not to say |

**Do you consider yourself to have a disability?**

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |