



**MILFORD YOUTH MATTERS**

**CONFIDENTIAL**

**Please complete all sections and write clearly**

**APPLICATION**

**Application for employment as:**

**Personal Details**

Surname: .....(Mr/Mrs/Miss/Ms )First Name(s).....  
Home Address: .....  
.....  
..... Post Code: .....  
Home Telephone Number: ..... Mobile: .....  
E-mail Address: .....  
National Insurance Number.....

**Education and Training**

School/College/University .....Dates .....

Qualifications Obtained (including grades)

.....  
.....  
.....  
.....

School/College/University .....Dates .....

Qualifications Obtained (including grades)

.....  
.....  
.....  
.....

School/College/University .....Dates .....

Qualifications Obtained (including grades)

.....  
.....  
.....  
.....

**Training and Development in the last two years;**

.....  
.....  
.....  
.....

**Present Employment**

Post held/Job title: .....

Name and address of employer:.....

.....

Date commenced: ..... Period of notice .....

Current Salary: .....

Days off due to sickness in last two years: .....

**Employment History (Please include any jobs you feel are relevant, continue on another sheet if needed)**

Post held/Job title: .....

Name and address of employer: .....

.....

Date commenced: ..... Date finished: .....

Reason for leaving: .....

Post held/Job title: .....

Name and address of employer: .....

.....

Date commenced: ..... Date finished: .....

Reason for leaving: .....

Post held/Job title: .....

Name and address of employer: .....

.....

Date commenced: ..... Date finished: .....

Reason for leaving: .....

Post held/Job title: .....

Name and address of employer: .....

.....

Date commenced: ..... Date finished: .....

Reason for leaving: .....

### **Skills and experiences**

You are invited to describe your skills and abilities, and your work experience to date, and to explain how they match the requirements of the post. Please state the reason(s) for your application. Please continue on a separate sheet if necessary.

**Outside interests and hobbies**

**References**

Please give details of two people we could approach for a reference. One referee should be your present employer, or last employer if unemployed. Neither referee should be a relative.

**Name:** ..... **Job Title:** .....  
Company Name: .....  
Address: .....  
Telephone: ..... E-mail: .....

**Name:** ..... **Job Title:** .....  
Company Name: .....  
Address: .....  
Telephone: ..... E-mail: .....

May we take up references prior to interview? Yes / No

**Ability to drive**

Do you hold a full driving licence? Yes / No  
Do you have category D entitlement? Yes / No  
Do you own or have access to a vehicle? Yes / No  
Would you be willing to use your personal car for work purposes which will include paying for any relevant insurance? Yes/No

Other Language (Please indicate your ability in languages other than English)

Language	Written (Degree of fluency)	Spoken

### Criminal Offences

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) Amendment Order 1986. This means that you are **NOT** entitled to withhold information about convictions, cautions or bind over orders which might otherwise be treated as 'spent'.

**Have you ever received a conviction, cautions, or bind over in respect of a criminal offence? YES  NO**

If you have answered YES, please provide full details in a covering letter. If your application is successful, you will be required to apply for a Disclosure and Barring Service check. Having a criminal record will not necessarily be a bar to employment.

### Other Information

**1. Do you have the legal right to work in the UK? YES/NO**

**2. If yes, is this subject to you having held a valid Visa and work permit?  
YES/NO**

**If you have answered 'YES' to question 2 you will be asked to produce evidence of your nationality and identity if you are invited for an interview.**

## Declaration

I declare to the best of my knowledge the information in this application is correct. I understand that withholding relevant information or providing false or misleading information renders me liable to dismissal, if employed.

Signed: ..... Date: .....

Please return the completed form to:

Milford Youth Matters

Milford Haven Youth Centre

Priory Road

Milford Haven

SA73 2EE

For more information contact us on the following;

01646 663137

Yp73@hotmail.co.uk