

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

Please send completed forms in **BLACK INK OR TYPESCRIPT** by the published closing date.

Applications received after the closing date will not be considered. CV's will not be accepted.

Please contact us if you need the application form in an alternative format

A.

POSITION

Post applied for:		Job Reference:	
--------------------------	--	-----------------------	--

Please complete this form fully, accurately, and legibly. Use continuation sheets, if necessary, but ensure that they are securely stapled to this form and only written/typed on one side. **Please use black ink or type.**

B.

PERSONAL DETAILS

Title:	First name:	Surname:
Home Address:		Home Telephone:
Post code:		Work Telephone:
Are you applying for a job share position? Yes <input type="checkbox"/> No <input type="checkbox"/>		Mobile:
		Email:

C.

GCSE

	Subject	Exam Year	Education or Training Provider
A.			
B.			
C.			
D.			
E.			
F.			
G.			

D.

Qualifications

	Dates		Qualification
	Year	Type	
A.			
B.			
C.			

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

D.			
E.			

E. GUARANTEED INTERVIEW SCHEME

The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview Scheme:

As part of our commitments under the Disability Two Ticks Symbol, Young person's Centered Care Limited (YPCC) operates a guaranteed interview scheme. Candidates with a disability who meet the minimum criteria set out in the person specification will be offered an interview. The following information is needed to ensure that interviews are offered to eligible candidates.

Do you consider yourself disabled under the Equality Act and wish to be to be considered for the Guaranteed Interview Scheme? Yes No



If you are offered an interview, you will be contacted to confirm any additional arrangements which may be required for you to attend.

F. DECLARATION AND DATA PROTECTION

I, the job applicant named in section B of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- The company may make checks to verify the information I have provided.
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal.
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998.
- The company will use the personal information I have provided to decide if I am suitable for the job I have applied for.
- Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymised.
- If my application is unsuccessful, the company will keep only basic information about me and destroy the rest.
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used);
- The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner.
- Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of a criminal records disclosure checks.
- I will be required to complete a pre-employment induction training programme prior to my starting work with the company.
- My attendance on the induction training programme will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction programme will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations.

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

SIGNATURE **DATE**.....

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

G. EXPERIENCE & TRAINING

	Dates		Qualification and Grades Obtained (if applicable)
	From	To	
A.			
B.			
C.			
D.			
E.			

H. GAPS IN WORK HISTORY

Please use this space to account for any gaps in your work experience or education. If this is due to homelessness, please give details.

I. WORK HISTORY

Please list your work experience, both paid and unpaid, in date order starting with the most recent. **This information will also be used for referencing purposes**

Current / Most recent employer (paid or unpaid) / volunteering/ experience			
Job Title:		Organisation:	
Dates of employment:		Current salary:	
Notice period:		Reason for leaving	
Position held and summary of main responsibilities			
Line Manager (We will not contact your current employer without consent)			
Name:		Position:	
Email:		Address:	

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

Telephone:			
------------	--	--	--

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

Previous employer(s) (paid or unpaid) / volunteering/ experience				
Dates		Organisation and Line Manager To include: <ul style="list-style-type: none">• Line Manager name• Position• Email and business address• Telephone and mobile number <i>We will not contact without consent</i>	Position held and summary of main responsibilities	Reason for leaving
From (month)	To (year)			

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

Please use additional sheet if required

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

J.

SUPPORTING STATEMENT

Please say why you are applying for this job. (Use a maximum of one continuation sheet, if necessary)

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

A large, empty rectangular box with a black border, intended for the applicant to provide information or a statement.

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

K.

REHABILITATION OF OFFENDERS ACT 1994

In accordance with the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure & Barring Service guidance, **Young person's Centered Care Limited (YPCC) will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.** A full copy of our policy on employing people with criminal convictions can be obtained on request to Young person's Centered Care Limited (YPCC) Human Resources Department at hr@theypcc.co.uk

- For all Young person's Centered Care Limited (YPCC)'s posts, spent and unspent convictions must be disclosed by all applicants on the form below.

This form will be confidential to the panel members and Human Resources staff, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.

Confirmation in post will be subject to satisfactory Disclosure & Barring Service clearance.

Have you ever been convicted of a criminal offence? Yes No

If 'Yes' please give details including dates and sentences, if applicable below, and enclose this page in a sealed envelope marked 'Private and Confidential' for the attention of Human Resources Department:

Conviction	Dates	Sentence (please indicate whether this is current or spent)

Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?

It would be helpful if you could give us further details on any conviction(s) recorded above. Continue on a separate sheet if necessary (Please use A4-sized paper and write on one side only)

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

Return to **HR at Young person's Centred Care Limited (YPCC)**

By post: **Young person's Centred Care Limited**

Hillside Building.

Beeston Road,

Holbeck Leeds

LS11 8ND.

By email: hr@theypcc.co.uk

APPLICATION FORM



YOUNG PERSONS' CENTERED CARE
PUTTING YOUNG PEOPLE FIRST

L.

APPLICATION GUIDELINES

Please ensure that you:

- Complete all sections of the form
- The application form is legible
- Clearly state the position you are applying for
- Provide all contact information for your current and previous work experience
- Any gaps in your employment history have been explained. If you have experienced any periods of homelessness, these are viewed by YPCC as a valuable experience.

References

- Your references cover the last 3 years including paid or unpaid work, education, or keyworkers
- You must provide a minimum of 2 references covering the 3 years
- At least one referee should be your existing/most recent employer/key worker/education institution
- Personal references from friends or relatives will not be accepted.
- If there are gaps in your employment history (e.g. due to a period of homelessness or education) please provide contact details from the services you used to validate these gaps or from someone who has worked with you in a professional capacity e.g. key worker, hostel manager.

Young person's Centered Care Limited (YPCC) completes thorough pre-employment checks so please ensure that you are honest in your application form. Where qualifications are essential criteria for a post this will be stated in the Person Specification and proof of qualifications will be requested when we take up references

- Criminal records** will be taken into account for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily bar a candidate from employment; this will depend on the circumstances and background of the offence(s) in relation to the requirements of the job. If you are successful, you should be aware that it is Young person's Centered Care Limited (YPCC)'s policy to apply for disclosures from the Disclosure & Barring Service for its employees in eligible posts.
- Pre-employment checks** will be undertaken to ensure that all prospective employees are legally entitled to live and work in the United Kingdom before they start work. Any candidate selected for interview must provide documentary evidence which demonstrates that they qualify for employment under the Immigration, Asylum and Nationality Act 2006. A list of suitable identity documents will be provided to all applicants shortlisted for interview. Please note that in some circumstances we are able to consider sponsoring applicants to work in the UK.

Please ensure you return your application in good time of the closing date – aim for at least, a couple of days before the deadline. Applications received after the closing date will not normally be considered. We have limited resources and are unable to respond to all the applications we receive, therefore, if you have not heard from us within three weeks of the closing date then your application should be considered unsuccessful on this occasion