**Application for employment**

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment and stored in accordance with GDPR and the Data Protection Act 2018.

Please complete all sections of the form and do not separate any part of it.

Please also note that MySight York may approach third parties to verify the information that you have given in this form. By signing this form you consent to us doing this.

**On completion please return this form to:**

Via email: [hello@mysightyork.org](mailto:hello@mysightyork.org)

FAO Recruitment

Via post: FAO Recruitment

MySight York (charity no. 1159188)

14 Merchants Place

Merchantgate

York

YO1 9TU

**1. Personal details**

Name:

Address:

Landline number:

Mobile:

Email:

Post title:

Date of submission:

**2. Employment History**

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer. Please provide an explanation for any gaps in employment.

Name and Address of Employer:

Employment Dates (from/to):

Position / Job Title:

Reason for Leaving:

**3. Educational, Technical and Professional Qualifications**

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

**4. Supporting Statement**

Please fully complete this section by telling us how you meet the criteria in the person specification, paying particular attention to the essential elements.

**5. Have you ever been convicted of a criminal offence?**

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If your answer is yes, please give details of date(s) of offence(s) and sentence(s) passed, which are not spent.

**6. Are you currently named on one or more of the following lists?**

* DBS Adults Barred List
* DBS Children’s Barred List
* Disqualified from working with Adults List (Scotland)
* Disqualified from working with Children List (Scotland)

or subject to sanctions imposed by a regulatory body such as the General Teaching Council?

**7. If selected when would you be available to take up employment with MySight York?**

**8. References**

All offers of employment are subject to receipt of two satisfactory written references.

Please provide the contact details of two referees, both of whom should be previous employers, including your present or most recent employer.

In the absence of a previous employer, or if you have only had one job, you may nominate an academic referee and/or a referee from any voluntary work you have undertaken.

In exceptional circumstances, if you are unable to provide any of the above, you may nominate someone of standing in the community who knows you e.g. Doctor, Solicitor to provide a character reference.

If you have previously held a post working with children or vulnerable adults then at least one of your references should be from the most recent of these posts.

Referees will not be contacted without your prior permission. Please ensure contact details are up to date, and that you provide a professional email address for each referee. If you cannot provide this please indicate why.

Name of First Reference:

Company Name:

Position:

Address:

Telephone:

Work Email:

What is your connection with this referee?

May we approach this referee prior to interview? Yes/No:

Name of Second Reference:

Company Name:

Position:

Address:

Telephone:

Work Email:

What is your connection with this referee?

May we approach this referee prior to interview? Yes/No:

**9. Other information**

How did you hear about this vacancy?

Have you made an application to this organisation before?

If yes, please give details:

Preferred reading format?

Braille / Audio tape / Disk / Print / Email / Large Print (if large print, please specify print size):

Please let us know any specific requirements you will need if you are invited for interview:

**10. Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal without notice.

Signed:

Date:

Please note: When emailing your application a hand-written signature is not necessary.