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| **Application for the Post of:** | **Post ref:** |

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| **Personal Details *Please complete this section in black ink using BLOCK CAPITALS*** | | |
| Surname: | | Title: |
| Forenames: | | |
| Surnames by which you have been known: | | |
| Permanent Address: | Address for Correspondence (if different): | |
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| Telephone No. (Day) | Evening: | |
| Mobile: | Email: | |

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| **Section 1: Current*/*Most Recent Employment (if you are applying for your first employment please leave section 1 and 2 blank)** | | | | | |
| Job Title: | | | | | |
| Current Salary/Benefits: | | | | | |
| Employment Dates: | From: | To: | Notice Required: | | |
| Employer’s Name and Address: | | | | | |
|  | | | | | |
| Nature of Business (Outline your main duties, responsibilities and achievements): | | | |  |  |
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| Please give your reason(s) for leaving, or wishing to leave your current employment: | | | | | |
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| **Section 2: Previous Employment** |  | |  |
| **Please quote your last three posts only,** although you may add a separate sheet with details of posts prior to these if appropriate. (Please include any breaks in employment or unpaid work under Section 3) | | | |
| **A**. Job Title: | From | | To |
| Employer’s Name and Address: | | | |
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| Nature of Business (Outline your main duties, responsibilities and achievements: | | | |
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| Give reason(s) for leaving: | | Final Salary: | |

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| **B**. Job Title: | From | To |
| Employer’s Name and Address: | | |
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| Nature of Business (Outline your main duties, responsibilities and achievements: | | |
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| Give reason(s) for leaving: | Final Salary: | |

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| **C**. Job Title: | From | To |
| Employer’s Name and Address: | | |
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| Nature of Business (Outline your main duties, responsibilities and achievements: | | |
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| Give reason(s) for leaving: | Final Salary: | |

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| **Section 3: Employment Breaks (if this is your first employment please detail any breaks from leaving education)** |
| Please give details of any breaks in employment or unpaid/voluntary work undertaken. |
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| **Section 4: Membership of the Movement** | |
| If you have been a member of the Scout or Guide Movement, please give details of service. | |
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|  | (Please continue on a separate sheet if necessary) |

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| **Section 5: Education and Training** | | | | |
| **A**. **Secondary Education.** Please give details of schools/colleges attended and qualifications gained. | | | | |
| Schools | From | To | Examinations Taken | Grade |
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| **B**. **Further/Vocational Education.** Please give details of colleges/universities, attended and qualifications gained. | | | | |
| College/University | From | To | Title of Course | Qualification gained |
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| **C**. **Membership of Professional Institutions/Societies**. | | |
| Name of Institute/Professional | Grade of Membership | Membership Criteria |
| Body | If corporate, date of admission | (exams/experience) |
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| **D**. **Other relevant skills.** List other relevant qualifications/skills/abilities e.g. computer, languages etc. Please also indicate your level of competence i.e. beginner, intermediate, advanced |
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| **Section 6: General Information** |
| **A**. Do you require a work permit? **YES / NO**    If YES do you have a current work permit **YES / NO** |  |
| (If YES please give Expiry Date) |
| **If you are shortlisted, when you are invited for interview you will be asked to bring proof of your right to work in the UK.** |
| **B**. Have you ever been convicted of a criminal offence, other than a spent conviction under “The Rehabilitation of Offenders’ Act 1974  YES / NO (If YES please give details)  **Please note that a satisfactory DBS check is required for all staff appointments** |

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| **C**. Do you have a current full driving licence? **YES / NO** |
| Do you have access to a car for work purposes? **YES / NO** |
| Do you have any endorsements **YES / NO** (If YES give details) |

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| **Section 7: Availability for Interview** |
| Are there any times/dates when you would not be available for interview? |

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| **Section 8: Personal Statement** | | | | | | | | |
| Please explain below your reasons for applying for this post. You should indicate how your skills and experiences meet the requirements of this post as explained in the Person Specification. Also describe the particular contribution you feel you could make to this post. | | | | | | | | |
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|  | | | | (Please continue on a separate sheet if necessary) | | | | |
| **Section 9: References** | | |  | | | | | |
| Please provide employment references for your last **two employers** starting with your most recent. If you have recently left full time education then please provide details of a teacher or lecturer or one reference from an organisation where the you have volunteered. We will not contact your current employer unless you are successful and an offer of employment has been made. | | | | | | | | |
| 1. **Employer Reference**   Name: | | | 1. **Previous Employer Reference**   Name: | | | | | |
| Profession: | | | Profession: | | | | | |
| How known to you (e.g. Manager, Tutor) | | | How known to you (e.g. Manager, Tutor) | | | | | |
| Address: | | | Address: | | | | | |
| Telephone No:  Email: | |  | Telephone No:  Email: | | | |  | |
| Do you require notice before references are requested YES / NO | | | Do you require notice before references are requested YES / NO | | | | | |
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| **DECLARATION** | | | | | | | | |
| I declare that the information provided in my application form is, to the best of my knowledge, true and complete. I understand that, if having been offered employment, I have provided misleading or false information, or withheld relevant information from my application form or during my interview/s, such an offer of employment may subsequently become void. I also understand that if I have already commenced employment I shall be dismissed without notice. All or parts of the information on this form may be stored on computer files and used for employment purposes. Such use will be subject to the provisions of the Data Protection Act 1998. | | | | | | | | |
| Signed: |  | | | | Date: |  | | |
| **If returning by email, please indicate that your have read and understood the above declaration by crossing this box** | | | | | | | |  |
| Hesley Wood Scout Activity Centre Operations Director, White Lane, Chapeltown, Sheffield S35 2YH  **Tel**: 0114 246 7912 **Email**: [manager@syscouts.org.uk](mailto:manager@syscouts.org.uk?subject=Vacancies%202014)  **www.hesleywood.org.uk** | | | | | | | | |

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## Completing your Application Form

## Guidance for candidates

## Please read these guidance notes and information carefully prior to completing your Application Form.

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| **The Recruitment Process at The Scout Association** |

South Yorkshire County Scout Council is committed to equal opportunities throughout all areas of our personnel practice. It is therefore the policy of The Scout Association to practise fair and non-discriminatory employment recruitment. The aim of our recruitment policy is:

* To ensure all applicants are given an equal opportunity
* To ensure The Scout Association recruits the most qualified and experienced applicant for the position.

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| Data Protection Policy |

In compliance with the Data Protection Act 1998, information provided by you on the application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, your data will be stored for six months and then destroyed. If you are the successful candidate, your application form will be kept as part of your personnel record.

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| Job Description and Personal Specification |

All posts advertised by South Yorkshire County Scout Council are supported by a Job Description and Person Specification. You will need the information on these documents to enable you to complete your Application Form.

The Job Description outlines the key responsibilities of the post together with the purpose of the post and to whom the post holder is responsible.

The Person Specification details the attributes and competencies required by the successful candidate. The selection panel will use this information when assessing your suitability for the post. You should consider in what ways you have the relevant skills, experience and knowledge and provide sufficient information on your application to demonstrate this.

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| **The Application Form** |

The application form consists of two parts. You must complete both parts.

* **Recruitment Monitoring**

The Scout Association is committed to equal opportunity. This part of the application process is used for monitoring purposes to ensure that candidates are invited to interview purely on the basis of experience, skills, qualifications and knowledge. This form is **not** used as part of the selection process and please complete this online. This form can be found on the Vacancy webpage.

* **Application Form**

The information provided in this plays a key part in the recruitment process. With reference to the Job Description and Person Specification, you should demonstrate on this form how you meet the job requirements. You must therefore clearly show how your skills, experience and qualifications match the requirements detailed in the Person Specification.

Remember to explain any gaps in your employment history and also to state your reason for leaving employment.

The applicants who will be invited for interview are those who most closely meet the requirements set out in the Job Description and Person Specification.

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| **Selection** |

The applicants who appear from the information provided on the application form to be the best qualified and who have the experience required, will be invited to attend an interview. The interview panel will recommend from the interviews the candidate/s most suitable for the position. External candidates will be made an offer subject to pre-employment checks (such as references and criminal records check).

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| **References** |

All offers of employment to external candidates are conditional until two satisfactory references have been received. Referees should include your present/most recent employer. If you have not previously worked or have undergone further professional study, please give the name of your teacher/tutor. Please note that referees who are related to you will not be accepted. We will not contact referees until an offer has been made and approval has been provided by the successful candidate/s.

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| Disclosure and Barring Scheme Check |

Within The Scout Association certain position are deemed as exempt under the Rehabilitation of Offenders Act 1974. You should ensure that you have completed the section which relates to the Rehabilitation of Offenders Act 1974.

Due to the location of our offices, there is a possibility of substantial unsupervised access to young people. Therefore, all our staff are required to undertake an enhanced disclosure and barring scheme check. If you are appointed you will be required to submit a Disclosure Application. The disclosure will be obtained by The Scout Association from the Criminal Records Bureau, an executive agency of the Home Office. The Disclosure service provides The Scout Association with a means to check the background of applicants to ensure they are suitable to undertake the appointment on offer. Employment is conditional on the Disclosure report being acceptable. Further information on the Disclosure and Barring Sheme can be obtained by phoning the DBS information line 0870 9090811 or visiting the web site: <https://www.gov.uk/disclosure-barring-service-check/overview>

#### Your comments

It is the policy of The Scout Association to practise a fair and non-discriminatory recruitment process, thereby giving all applicants an equal opportunity during the recruitment process and ensuring that The Scout Association recruits the right applicant for each position.

If you feel you have been treated in a discriminatory or unfair manner during the recruitment and selection process, or there was an aspect of the procedure that you feel did not comply with the aim of our policy, you should raise your concern in writing and direct it to the County Commissioner, South Yorkshire County Scout Council, Hesley Wood Scout Activity Centre, White Lane, Chapeltown, Sheffield, S35 2YH.