

|                              |  |
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| Unique Identification Number |  |
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**PRIVATE & CONFIDENTIAL**

# MAHDLO YOUTH ZONE

## APPLICATION FOR EMPLOYMENT

Please complete this form electronically or in black ink.

### PART A: PERSONAL INFORMATION

Personal information is not used in the selection process and will not be seen by the panel assessing your application. This section of the application will be detached from your application and will be used solely for administration purposes.

|                               |  |
|-------------------------------|--|
| Job Reference (if applicable) |  |
| Position applied for          |  |

#### 1. Personal Details

|                                      |  |        |  |
|--------------------------------------|--|--------|--|
| Surname (block capitals)             |  | Title: |  |
| First names in full (block capitals) |  |        |  |
| Address (including postcode)         |  |        |  |
| Phone (for us to contact you)        |  |        |  |
| Email address                        |  |        |  |
| Are you eligible to work in the UK?  |  |        |  |
| National Insurance number            |  |        |  |

#### 2. General Details

|                                                                                                                                                                                                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>REHABILITATION OF OFFENDERS ACT 1974</b>                                                                                                                                                                                                                                                                                            |  |
| Owing to the nature of the work, the youth work profession is exempt from the previous provisions of the above Act. Therefore applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. Mahdlo Youth Zone has the facility to check for convictions. |  |
| Have you at any time been convicted of a criminal offence?                                                                                                                                                                                                                                                                             |  |
| If 'Yes', please give details in strict confidence                                                                                                                                                                                                                                                                                     |  |
| Are you on List 99, disqualified from working with children or subject to sanctions?                                                                                                                                                                                                                                                   |  |

|                                                                    |  |
|--------------------------------------------------------------------|--|
| Do you hold a current full driving licence?                        |  |
| Please give details of current endorsements or driving convictions |  |

|                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------|--|
| If appointed, how soon could you join us?                                                                                  |  |
| Are there any adjustments that may be required to be made should you be invited for interview? If so, please give details. |  |

### 3. Reference Details

Please give the names and addresses of two people whom we may contact for a reference, although Mahdlo reserves the right to contact any of your former employers. References given should cover the last 5 years of your employment. The first of your references **must be** your present employer. If you are unemployed, this should be your last employer, or if this is your first job, your head teacher or college tutor. Personal references (e.g. from your GP or friends) are not acceptable.

|                                      | CURRENT EMPLOYER | SECOND REFERENCE |
|--------------------------------------|------------------|------------------|
| Name                                 |                  |                  |
| Job title                            |                  |                  |
| Organisation                         |                  |                  |
| Address                              |                  |                  |
| Phone                                |                  |                  |
| Email                                |                  |                  |
| How do you know your second referee? |                  |                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Data Protection Statement</b></p> <p>The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.</p> <p>The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.</p> <p>If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.</p> <p>We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.</p> <p>By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 4. Declaration

|                                                                                                                                                                                                                                                                                                                                                                                                |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| I confirm that I have completed this application form myself, and that all the information provided by me is true, accurate and complete. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. I understand also that an Enhanced Disclosure will be sought in the event of a successful application. |       |
| Signed:                                                                                                                                                                                                                                                                                                                                                                                        | Date: |

Please send completed application forms by email to [HR@mahdloyz.org](mailto:HR@mahdloyz.org) or by post to:  
HR, Mahdlo Youth Zone, Egerton Street, Oldham, OL1 3SE

**Please note that we will only be able to notify candidates who are shortlisted for interview.**

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### PART B: EQUAL OPPORTUNITIES MONITORING

Personal information is not used in the selection process and will not be seen by the panel assessing your application. This section of the application will be detached from your application and will be used solely for administration purposes.

Mahdlo recognises and actively promotes equal opportunities and the benefits of a diverse workforce and is committed to treating all employees equally with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

|                      |  |                                     |  |            |  |
|----------------------|--|-------------------------------------|--|------------|--|
| <b>Gender</b>        |  | <b>Date of Birth</b>                |  | <b>Age</b> |  |
| <b>Nationality</b>   |  | <b>First Language</b>               |  |            |  |
| <b>Home Postcode</b> |  | <b>How will you travel to work?</b> |  |            |  |

|                                                                                                                                                                                                              |                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ethnic Origin</b>                                                                                                                                                                                         |                                                                                                                                                                    |
| This term refers to different racial groups and not to your nationality, country of birth or religious affiliation. If you feel that you do not fall within these categories, please indicate under 'Other.' |                                                                                                                                                                    |
| <b>I would describe myself as:</b>                                                                                                                                                                           |                                                                                                                                                                    |
| Black <input type="checkbox"/>                                                                                                                                                                               | Asian <input type="checkbox"/> White <input type="checkbox"/> Mixed <input type="checkbox"/> Other <input type="checkbox"/> .....<br><small>Please specify</small> |
| <b>I would describe my racial origin as:</b>                                                                                                                                                                 |                                                                                                                                                                    |
| British <input type="checkbox"/>                                                                                                                                                                             | Irish <input type="checkbox"/> Other White background* <input type="checkbox"/>                                                                                    |
| African <input type="checkbox"/>                                                                                                                                                                             | Caribbean <input type="checkbox"/> Other Black background* <input type="checkbox"/>                                                                                |
| Indian <input type="checkbox"/>                                                                                                                                                                              | Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/>                                                                                            |
| Other Asian* <input type="checkbox"/>                                                                                                                                                                        | Chinese <input type="checkbox"/> Other Ethnic group* <input type="checkbox"/>                                                                                      |
| White and Black African <input type="checkbox"/>                                                                                                                                                             | White and Black Caribbean <input type="checkbox"/>                                                                                                                 |
| White and Asian <input type="checkbox"/>                                                                                                                                                                     | Other Mixed background <input type="checkbox"/>                                                                                                                    |
| *Other White/Black/Asian/Mixed/Ethnic background (please specify below)                                                                                                                                      |                                                                                                                                                                    |

| Disability                                                                                                                                                                                               |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities” |  |
| Taking this into account, do you consider that you have a disability?                                                                                                                                    |  |
| If yes, please state nature of disability:                                                                                                                                                               |  |

| If you wish, you may disclose information about yourself in this section about your: |  |
|--------------------------------------------------------------------------------------|--|
| Religion                                                                             |  |
| Sexual orientation                                                                   |  |

| How did you find out about this vacancy?                                                                                                                                                                       |             |                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------|
| To help us to target our recruitment activity more effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about the vacancy. <b>Please be specific.</b> |             |                               |
| Where?                                                                                                                                                                                                         | Please tick | Detail of what / where / who? |
| Newspaper                                                                                                                                                                                                      |             |                               |
| Magazine                                                                                                                                                                                                       |             |                               |
| Poster                                                                                                                                                                                                         |             |                               |
| Website                                                                                                                                                                                                        |             |                               |
| Word of mouth                                                                                                                                                                                                  |             |                               |
| Other                                                                                                                                                                                                          |             |                               |

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### C: COMPETENCY APPLICATION FORM

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the job description and person specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

#### 1. Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

| From and to dates | Employer Name & Address | Job Title, Main Responsibilities<br>Major Achievements | Salary<br>(and reason for leaving if applicable) |
|-------------------|-------------------------|--------------------------------------------------------|--------------------------------------------------|
|                   |                         |                                                        |                                                  |

Please continue on an additional sheet if necessary (or extend table)

### 3. Education and Training

Based on the Person Specification, list education, training, any relevant professional qualifications and membership of professional organisations.

| <b>Educational, Technical and Professional Qualifications</b> |                              |                                      |
|---------------------------------------------------------------|------------------------------|--------------------------------------|
| Course / Subject                                              | Awarding / Professional Body | Qualification/Grade/Attainment Level |
|                                                               |                              |                                      |

  

| <b>Training and Professional Memberships</b> |                              |                                      |
|----------------------------------------------|------------------------------|--------------------------------------|
| Course / Subject                             | Awarding / Professional body | Qualification/Grade/Attainment Level |
|                                              |                              |                                      |

Please continue on an additional sheet if necessary (or extend table)

#### 4. INFORMATION TO SUPPORT YOUR APPLICATION

Using the Person Specification, please give examples of how you meet the essential and desirable criteria. Examples can be taken from work, volunteering, extra-curricular activities etc. Please also give any further information that is relevant to your application (**maximum word count is 1500 words**).

|  |
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Please continue on an additional sheet if necessary (or extend table)