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| **Yellow Submarine Application Form 2021** |

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| Role: **Activity Manager – Adults**Your name:       |

I heard about the job through:

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| [ ]  Advertisement (which one)       |
| [ ]  Job Centre (which one)      |
| [ ]  Website (which one)       |
| [ ]  Other source (which one)       |

Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| First Name  |       | Last Name |       |
| Email Address |       |  |  |
| Telephone Number |       |  |  |
| Address  |       |
| Postcode |       |  |  |

Relevant qualifications or professional membership

|  |  |  |
| --- | --- | --- |
| Examination level (for example, GCSE / ‘A’ Level / Degree / NVQ ) | Subject(s) | Date gained |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Professional qualifications | Registration body / number | Date gained |
|       |       |       |
|       |       |       |
|       |       |       |

Present or most recent employment

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| Employer’s name, address and type of organisation |
|       |
| Postcode       |  |
| Telephone       | Email       |

Briefly describe your main duties and responsibilities in the above job.

|  |  |  |  |
| --- | --- | --- | --- |
| Job title  |       | Date started in post |       |
| Salary |       |  |  |
| Notice required |       | Date left if no longer employed |       |
| Reason for leaving |       |

Past employment

Please give details of all your previous work experience, putting the most recent first and accounting for any gaps. It is essential you are able to account for all periods of your
employment history. Please include any voluntary, home-based or part time work.
Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address | Dates employed: start/end dates (mm / yy) | Job held and brief outline of duties | Reason(s) for leaving |
|       |       /       |       |       |
|       |       /       |       |       |
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Training

|  |  |
| --- | --- |
| Course title or area of training relevant to this post | Date |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

Voluntary Positions

|  |  |
| --- | --- |
| Name of organisation you have volunteered for and a brief description of the role  | Date |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

Personal Statement

Please give examples of past experience that demonstrate your suitability for this post (**maximum word count 200 words**)

Why would you like to do this job? (**maximum word count 150 words**)

Nobody’s perfect...what would you describe as your weaknesses? (**maximum word count 100 words**)

Why should be we hire you? (**in less than 140 characters**)

Give an example of a project or event (doesn’t necessarily need to be work related) that you’ve organised and that you’re proud of (**maximum word count 200 words**)

We welcome applicants with all range of abilities for the skills they bring, and are committed to make any reasonable adjustments to the work environment to better support you in your role. Please give details below of any disabilities or health issues (e.g. bad back) that you would like us to know about before interview or appointment.

Work permit

Do you require a work permit/visa to work in the UK?

Yes [ ] No [ ]

If yes, please give details

Driving

Do you hold a current full driving licence?

Yes [ ] No [ ]

If yes, for how long have you held your license?

Do you have any current driving convictions?

Yes [ ] No [ ]

If yes, please state convictions (dates and consequences):

 Relations

Are you related to / or do you have a personal relationship with any employee
of Yellow Submarine?

Yes [ ] No [ ]

Criminal convictions

Do you have any criminal convictions?

Yes [ ]  No [ ]

If Yes,please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which youare applying involves working with vulnerable adults or children, directly or indirectly, in which case cautions,bindovers, pending prosecutions, spent and unspent convictions must be declared.

All staff working for Yellow Submarine are required to undertake a Disclosure & Barring Service (DBS) check, the successful candidate’s employment will be subject to the successful completion of this. Yellow Submarine is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References

Please give the names and addresses of two referees these should be of a professional nature (not friends, relatives or Yellow Submarine employees); if you have been unemployed or not working for a period of time, references can be given from voluntary work / teachers or other professionals.

|  |  |
| --- | --- |
| **Referee one** Ideally this should be your current or most recent line manager | **Referee two**Ideally this should be a previous employer |
| Name  |       | Name  |       |
| Job title  |       | Job title  |       |
| Organisation  |       | Organisation  |       |
| Address  |       | Address  |       |
| Postcode  |       | Postcode  |       |
| Telephone  |       | Telephone  |       |
| Email  |       | Email  |       |
| Contact before interview? Yes [ ]  No [ ]  | Contact before interview? Yes [ ]  No [ ]  |

Declaration

In accordance with current data protection regulations (GDPR), the information provided on this formwill be used in the recruitment and selection process and may be disclosed to all thosewho need to see it. It will also form the basis of the confidential personnel record of thesuccessful candidate. In the case of unsuccessful candidates the application Form willbe destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me iscorrect, and that I possess all the qualifications I have listed on this form. I confirm that Ido not object to the information collected on this form being transferred onto computerforthe purpose of anonymous statistical reporting, in accordance with statutoryrequirements,and to assist Yellow Submarine in equal opportunities monitoring in respect of jobapplications. I agreethat Yellow Submarine has the right to validate any of the information provided.I understand that anyfalse statements could result in my dismissal if appointed. Iconfirm that I am legallyeligible to work in the United Kingdom.

Signature       Date

(If completing this form electronically, you may be asked to sign a copy if you are invited to interview).

Please return this form cara@yellowsubmarine.org.uk, with a covering note within the body of the email. If you think your CV covers relevant information that you have not provided with this application, then please include this.

Alternatively post to:

**FAO:** Cara Pembridge

Yellow Submarine,

12 Park End Street.

Oxford OX1 1HH.