

# therendezvous

Youth | information | advice | mental health support | learning



## Notes for applicants

1. All sections of the application form must be completed – including the declaration form that follows.
2. Additional information, which you consider relevant, may be submitted on a separate sheet if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
3. Curriculum vitae (CV) and other forms of application will not be considered.
4. The information supplied by you on this form will be used for recruitment and selection purposes only. The Rendezvous undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent.
5. The Rendezvous has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report.
6. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
7. This post requires a criminal background check via the Disclosure and Barring Service.
8. The Rendezvous strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

**If you have difficulty with this form please contact, Andrea at the Rendezvous (Monday, Wednesday, Thursday, Friday, 9.30am – 2pm. Phone: 01935 814496 or email [aairey@therendezvous.org.uk](mailto:aairey@therendezvous.org.uk))**

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## APPLICATION FORM

*The Rendezvous is committed to safeguarding children and young people.  
All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check*

*Please note that providing false information will result in the application being rejected, or withdrawal of any offer or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.*

To complete this form on screen, please use the tab key to move between sections.

Vacancy:	
Deadline for receipt of form:	
Where did you see this vacancy advertised?	

Applications can only be made by completing this application form in full.  
Please also enclose a separate letter of application of no more than two sides of A4.  
Send both completed documents to **apply@therendezvous.org.uk** and use the word APPLICATION in the subject area.

### PERSONAL INFORMATION

Title:		Home address:	
Forenames:			
Known as:			
Surname:		Postcode:	

Work Tel No:		Email address:	
Home Tel No:		Mobile Tel No:	

Which is your preferred contact number?	
Do you have a full current UK driving licence?	

## EDUCATION & QUALIFICATIONS

### Higher Education Qualifications

University/College	Subject	Results (Hons/Level)	Date from (month/year)	Date to (month/year)

### School and Further Education Qualifications

Please list subjects studied and grades of GCSEs and A Levels (or equivalent)

Name of school/college	Examinations Passed	Grades	Date from (month/year)	Date to (month/year)

### Technical, professional, commercial or relevant in-house training

Type of training	College/Institute	Results	Date from (month/year)	Date to (month/year)

### Membership of professional bodies / professional registration

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**PRESENT/LAST APPOINTMENT (or volunteering role)**

<b>Name of employer</b>		<b>Address</b>	
<b>Telephone</b>			
<b>Job title</b>			
<b>Current / Last salary</b>			
<b>Date appointed to post</b>			
<b>Date left / notice required</b>			
<b>Reason for leaving</b>			

Key duties and responsibilities. Use the continuation sheets at the end of this form if needed.

**Attendance:** Number of days absence in each of the last 2 years (and give details of any significant periods).

**PREVIOUS EMPLOYMENT, VOLUNTEERING or OTHER ACTIVITY**

Please **provide a full history** in chronological order since leaving secondary education, including periods of any post secondary education/training, and part time and voluntary work as well as full time employment, with start and end dates. Please include dates and **explanations for ALL periods** not in employment or education/training and reasons for leaving employment. **Start with the most recent** and work backwards and use additional sheets if necessary. There are two extra sheets at the end of this form.

Name and address of employer	Dates from / to (MM/YY)	Job Role	Final Salary / Reason for Leaving

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## RELEVANT SKILLS AND COMPETENCES

Please outline the skills and competencies you have that demonstrate your ability to meet the requirements of the role as outlined in the person specification (knowledge, skills and competencies). Use continuation sheet at end of form if needed.

## INTERESTS AND ACTIVITIES

Please give information about any interests/hobbies or activities in which you are involved and how these might be used to benefit the work of the Rendezvous. Use continuation sheet at end of form if needed.

## REFERENCES

Please give the details of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you are not currently working with children/young people or vulnerable adults, please provide a referee from your most recent employment involving children/young people or vulnerable adults. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is 'time expired' and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity as friends.

### First Reference

Name:	
Position:	
Organisation:	
Address:	
Telephone number:	
Email address:	
Relationship to you (e.g. Manager):	

### Second Reference

Name:	
Position:	
Address:	
Telephone number:	
Email address:	
Relationship to you (e.g. Manager):	

## DECLARATIONS

Do you have the legal right to live in the UK? (yes / no)

Do you have the legal right to work in the UK? (yes / no)

Is your right to work in the UK subject to a work permit? (yes / no)

Are you subject to any legal restrictions in respect of your employment in the UK? (yes / no)

*If yes please give details:*

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***Please note that all candidates invited to interview will need to produce photographic identification and proof of the above***

Are you related to or have a close personal relationship with any employee, volunteer, trustee or young person who uses The Rendezvous? (yes / no)

*If yes please give details:*

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Do you need any special arrangements made for you if you are called for interview or work-based assessment? (yes / no)

*If yes please give details:*

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The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings.

Do you have any spent or unspent convictions, cautions, reprimands or warnings? (yes / no)

Are you barred from working with children or vulnerable adults? (yes / no)

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I give my consent to this form and related information being processed and retained on file and to the Rendezvous verifying the information I have provided with relevant third parties in administering its recruitment process.

I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed.

I agree to the declarations made on this form

Signature : \_\_\_\_\_

Date of signature: \_\_\_\_\_





