#### Onside LogoHOLIDAY CLUB APPLICATION FORM



*Role(s) applied for (for sessional roles you may select more than one if you feel you have the skills and experience and we welcome staff who can work across the Youth Zone)*

|  |  |  |  |
| --- | --- | --- | --- |
| Reception Desk |  | Youth Worker – Project worker: young women; young men. health and well being |  |
| Sports Youth Worker - Sports Hall and MUGA |  | Youth Worker – Training Kitchen and Cooking |  |
| Sports Youth Worker – Gym and Fitness |  | Arts Youth Worker – Visual Arts, Arts and Craft |  |
| Sports Youth Worker – Boxing and Martial Arts |  | Arts Youth Worker – Film, Media and/or Radio |  |
| Sports Youth Worker – Indoor Climbing Wall / Youth Climbing Instructor |  | Arts Youth Worker – Performing Arts and/or drama  |  |
| Youth Worker – Youth Club Worker, Recreational and activity worker |  | Arts Youth Worker – Music: production and/or singing |  |

*Please complete this form electronically (start typing in the shaded area). If you are unable to complete electronically, please write clearly and use black or blue ink.*

## **PART A: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Position applied for: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |       | Title: |       |
| Preferred first name: |       |
| Names in full: |       |
| Address (including postcode): |       |
| Phone (for us to contact you): |       |
| Email: |       |
| Are you eligible to work in the UK? |       |
| National Insurance number: |       |

### **PART B: PERSONAL PROFILE**

Please summarise in no more than 120 words, why you believe you are suited to this position. (You will be able to expand on your experience, competencies and qualifications in Parts C, D and E.)

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### **PART C: EDUCATION & TRAINING**

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

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| --- | --- | --- | --- |
| Date | Subject | Awarding Body | Qualification/Grade |
|       |       |       |       |

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

#### PART D: EMPLOYMENT HISTORY

Starting with your current/most recent employment.

|  |  |  |  |
| --- | --- | --- | --- |
| DatesStart & Finish | EmployerName & Address | Job Title, Main ResponsibilitiesMajor Achievements | Final Salary, Reason for Leaving |
|       |       | Job Title:       | £      |

**PART E: INFORMATION TO SUPPORT YOUR APPLICATION**

Looking at the role profile, please explain how your skills, knowledge and experience meet the requirements of the job role. Additionally, please add any further relevant information to support your application. PLEASE LIMIT YOUR RESPONSE TO ONE PAGE.

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**PART H: HOLIDAY CLUB AVAILABILITY**

Fix term, weekly or daily contracts are available for every school holiday. You will accrue annual leave during all fixed term contract and days taken must be agreed prior to the start of the contract so that we can ensure appropriate cover is provided for our Young People. Holiday that is not taken during the contract term will be paid.

Prior to your week’s session, you will need to commit to an evening or weekend training session for safeguarding, equipment training and sessional plans. You will be paid for your hours and the training will be between 3 and 7 hours depending on the role.

*You will work with young people from age 8 to 12 during holiday club.*

Please specify the school holiday periods you would like to work:

|  |  |  |  |
| --- | --- | --- | --- |
| **Holiday** | **Start date** | **End date** | **Hours (Daily)** |
| Summer H/T  | Tue 28th May | Fri 31st May | From 4 to 6 hours daily |
| 2 days- Summer week 1  | Thu 25th July | Fri 26th July | From 4 to 6 hours daily |
| Summer week 2 | Mon 29th July | Friday 2nd August | From 4 to 6 hours daily |
| Summer week 3 | Mon 12th August | Fri 16th August | From 4 to 6 hours daily |
| Summer week 4 | Mon 19th August | Fri 23rd August | From 4 to 6 hours daily |
| Summer week 5 | Tue 27th August | Fri 30th August | From 4 to 6 hours daily |
| 1 day - Summer week 6 | Mon 2nd September | Single day | From 4 to 6 hours |
| Autumn Half Term | Mon 21st October | Mon 2nd Sept | From 4 to 6 hours daily |

*We will be looking for cover for every school holiday and winter dates will be added shortly.*

#### PART G: REFERENCES

*Please give the names and addresses of two people whom we may contact for a reference. Please note that Future Youth Zone 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 headteacher 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? |  |
| Can we take up your references before interview? |  |

#### PART H: GENERAL

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| REHABILITATION OF OFFENDERS ACT 1974*Owing to the nature of the work, the youthwork 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. Future 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:*If completing this form at a job fair, please ask for an envelop so that your application can be sealed.* |       |
| How did you find out about this position? |       |
| Do you hold a current full driving licence? |       |
| How long have you held this licence? |       |
| Please give details of current endorsements or driving convictions: |       |
| If appointed, how soon could you join us?  |       |

###### **PART I: DECLARATION**

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| I confirm the information given on this form is correct and complete. I acknowledge that misleading statements may be grounds for cancelling any agreements made. I understand that an Enhanced Disclosure will be sought in the event of a successful application. |
| Signed: |       | Date: |       |

If you are sending this form electronically, you will be asked to sign it if you are invited for interview.

**Please return this form by email to Future Youth Zone, Business Operations Manager:**  jane.vickers@futureyouthzone.org

For information regarding how OnSide youth Zones processes your data, please click here: https://www.onsideyouthzones.org/applicant-privacy