**APPLICATION FORM**

**Youth Worker Intern - Closing date: 23:59 on Sunday 2nd February 2025**

**Please read ALL the enclosed information carefully before completing your application.**

**Candidates will be short-listed from completed application forms only, which include personal statements.**

**Do not send us your CV.**

**Statement of policy on safeguarding children and young people**

SkyWay is fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from neglect or, physical, sexual or emotional harm. Staff and volunteers will at all times, show respect for and understanding of the rights, safety and welfare of the young people we work with and conduct themselves in a way that reflects the ethos of SkyWay.

| Position Applied for: Youth Worker Intern |
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| Personal Details |
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| Title:  First Name: Surname:  Previous name  Address: |
| Email address: Mobile: |
| Date of Birth  DBS update number |

**Education and Qualifications**

Please give details of your secondary and further education, including any A levels or equivalent vocational courses

| Dates:  From | To | College/other institution | Qualifications gained and level |
| --- | --- | --- | --- |
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| Higher education and equivalent courses |
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| Dates:  From | to | College/Other institution | Qualifications/ level | Awarding body |
| --- | --- | --- | --- | --- |
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| Professional or Vocational Qualifications |
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| Date obtained | Qualifications/ level | Awarding body |
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**Employment History**

| Please complete details of your present and previous employment. Include any part time or voluntary employment. |
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| Present Employment |  |
| --- | --- |
| Job Title  Current salary  Current scale  Employed from: | Employer  Address |

| Give a brief description of current duties, responsibilities and achievements |
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| Previous Employment |
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| Dates  From | To | Name of Employer | Job title & Main responsibilities | Reason for leaving |
| --- | --- | --- | --- | --- |
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| If there are any gaps in your employment or education history please explain them here |
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| I.T. Skills  Please give details of any qualifications training or experience: |
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|  | Basic | Competent | High |
| --- | --- | --- | --- |
| Google Docs  Microsoft Office  Databases  WordPress  Other |  |  |  |

**Referees**

| Please supply the names and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with Young People but have done so in the past the second referee should be the employer by who you were most recently employed in work with Young People)  References will not be accepted from relatives or persons who only know you as a friend.  We would ideally like to contact references before the interview, is this possible?  Referee 1  Before interview Yes  No  Referee 2  Before interview Yes  Yes |
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| Referee 1 Name  Position  Organisation name & Address: |
| Tel. No:  Email: |
| Referee 2 Name  Position  Organisation name & Address: |
| Tel. No:  Email: |

**Personal Statement**

| In the box below and using the person specification that is in the job description, demonstrate your match to the job requirements.  **Pay particular attention to the Specialist area; knowledge and experience.**  Show your eligibility for the job by demonstrating your knowledge or experience for all the specifications deemed **essential**.  **(Specialist area - 2-5, 11 & 12)** |
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| **For persons who are not British or EU nationals** |
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| If you have any conditions related to your employment please give full details: |

| **Personal declarations** |
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| The position for which you are applying involves contact with children, young people and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England / Wales). For these positions you are not entitled to withhold information about police cautions, bind -overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or bound-over or given a caution?  **YES/ NO**  If yes, please give details:  **I understand that if my application is successful I will be required to obtain a DBS disclosure at the appropriate level.** |

| **Declaration - please read carefully** |
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| For the purposes of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of SkyWay Charity relating to the subject matter of this form being processed by them in administering the recruitment process.  If your application for employment is unsuccessful we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).  If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided as part of your SkyWay induction.  I declare the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children/ Young People/ Vulnerable Adults, nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.  Signed: Date:  Name:  (All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview). |