 

(Registered charity number 1121638)

**TRAINEE YOUTH ADVOCATE**

**APPLICATION FORM AND GUIDANCE**

**Guidance on completing your application form**

Your application form plays a key part in deciding whether or not you are invited to an interview. The shortlisting panel will measure it against the person specification and role description, and decide who to interview based on the information you provide on your form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment.

As you are applying for a post within the organisation which will bring you into direct contact with vulnerable groups, including children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

**Points to remember**

* Take your time and complete the form as fully and as accurately as you can;
* Make sure you complete the application form (Section A) and the self-declaration form (Section B), and read the guidance for both sections.
* Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these;
* Don’t leave out any relevant experience, skills or knowledge that you have – however you gained it;
* If you complete the application form by hand, rather than typing it, make sure that it is very clear and legible. Use BLOCK CAPITALS if your writing is hard to read;
* Please do not send in your CV. It will not be accepted.
* You should complete all sections in black ink or electronically.

**APPLICATION FORM**

**Title of position/role applied for:** Click here to enter text.

**Date:** Click here to enter text.

**Data Protection 1998**

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

**SECTION A – ABOUT YOU**

**Family name (e.g. surname):** Click here to enter text.

**Surname at birth/previous surnames:** Click here to enter text.

**Forename(s):** Click here to enter text.

**Preferred name:** Click here to enter text.

**Current address:** Click here to enter text.

**Post code:** Click here to enter text.

**Email address:** Click here to enter text.

**Home Telephone:** Click here to enter text.

**Work Telephone (if convenient):** Click here to enter text.

**Mobile Telephone:** Click here to enter text.

**EDUCATION**

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| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |
| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |
| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |
| **School/College/University:** Click here to enter text.  **From** Click here to enter a date. **To** Click here to enter a date.  **Qualification gained:** Click here to enter text.  **Level/Grade:** Click here to enter text. |

**OTHER QUALIFICATIONS, PROFESSIONAL MEMBERSHIPS OR AWARDS**

Please complete this section if you have other qualifications, memberships in professional bodies or have received commendations that is/are relevant to the post. You should include details of any equivalent overseas qualifications. Please note original certificates may need to be produced.

OTHER QUALIFICATIONS

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| **Specify:** Click here to enter text. |
| **Specify:** Click here to enter text. |

CLUBS, EXTERNAL ACTIVITIES OR PROFESSIONAL MEMBERSHIPS

|  |
| --- |
| **Specify:** Click here to enter text. |
| **Specify:** Click here to enter text. |
| **Professional body:** Click here to enter text.  **Membership number:** Click here to enter text.  **Membership status:** Click here to enter text.  **Since?** Click here to enter text. |
| **Professional body:** Click here to enter text.  **Membership number:** Click here to enter text.  **Membership status:** Click here to enter text.  **Since?** Click here to enter text. |

AWARDS

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| **Specify:** Click here to enter text. |
| **Specify:** Click here to enter text. |

**EMPLOYMENT HISTORY**

CURRENT EMPLOYER

**Current/last employer’s name:** Click here to enter text.

**Position held:** Click here to enter text.

**Name and job title of your manager :** Click here to enter text.

**Position held: From** Click here to enter a date. **To** Click here to enter a date.

**Reason for leaving:** Click here to enter text.

**Brief outline of duties:** Click here to enter text.

PREVIOUS EMPLOYMENTS/ WORK PLACEMENTS (most recent first)

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| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of previous employer:** Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |

VOLUNTARY OR UNPAID WORK

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past.

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| **Name and address of organisation**Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of organisation**Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |
| **Name and address of organisation**Click here to enter text.  **Position held: From** Click here to enter a date. **To** Click here to enter a date.  **Brief description of duties:** Click here to enter text.  **Reason for leaving?** Click here to enter text. |

**REFERENCES**

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference must be used.

If the post you are applying to involves work with vulnerable groups, including children and you have worked in these sectors previously, one reference must be able to make reference to your work with vulnerable groups, including children. References will be checked and verified before any candidate is invited to interview.

References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee.

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| **REFEREE 1** |
| **Name:** Click here to enter text.  **Relationship to you:** Click here to enter text.  **Position held:** Click here to enter text.  **Organisation Address and post code :** Click here to enter text.  **Telephone number:** Click here to enter text.  **Email address:** Click here to enter text. |
| **REFEREE 2** |
| **Name:** Click here to enter text.  **Relationship to you:** Click here to enter text.  **Position held:** Click here to enter text.  **Organisation Address and post code :** Click here to enter text.  **Telephone number:** Click here to enter text.  **Email address:** Click here to enter text. |

**SUPPORTING STATEMENT**

The supporting statement gives you an opportunity to tell us more about yourself, your interest in Advocacy Year and your suitability for the Trainee Youth Advocate role.

Please tell us how you meet the requirements listed in the person specification. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience.

Please use up to two additional sheets of paper to complete this and write your name, job/role title and reference number on each additional sheet. Make sure you number them and attach them securely to your application form

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**Returning this application form**

Return your completed application form and self declaration form by email to [info@justforkidslaw.org](mailto:info@justforkidslaw.org) with the subject line “Advocacy Year Trainee Application” by the closing date specified.

Candidates who are invited to interview will be asked to sign a copy of the submitted application form and self declaration form.

Late applications will not normally be considered.

**SECTION B - SELF DECLARATION GUIDANCE FORM**

**Medical Clearance**

Successful candidates may be required to complete a pre-employment medical questionnaire and, if necessary, a medical examination before appointment. Just for Kids Law are an equal opportunities employer and your medical history will not necessarily preclude you from working with us.

**Disclosure and Barring Service (DBS) checks**

All eligible posts in England involving work with vulnerable groups, including children, will require a Disclosure and Barring Service (DBS) check.

We recognise that a diverse team best meets the needs of the communities we serve. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act and is eligible, we will ask anyone who is provisionally offered a position/role for an up-to-date criminal record check from the DBS which may provide information about convictions, cautions, reprimands and final warnings which might otherwise be regarded as spent. If this is the case it will be clearly indicated in the advertisement and job description.

**Self disclosure of criminal record information**

The criminal record information you are required to provide as part of this form is not used for shortlisting purposes. However, if you are shortlisted for interview, your self-disclosed criminal record information will be discussed with you if the interview panel feel it is relevant to this position.

Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice which can be viewed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>

If you have lived, studied or worked overseas in the last five years for a period of three months or longer you will be required to obtain a Certificate of Good Repute (also referred to as a Statement of Good Conduct) from the national embassy of the country/countries you have resided in to verify that you did not receive any convictions whilst living there.

We would only expect an applicant to arrange for a Certificate of Good Repute after an offer of employment is made. The cost of this would be met by the applicant.

**Please read the question below, related to information about criminal records**

If the answer to the question is “Yes”, please provide details this in a sealed envelope marked on the envelope with your name, and the name of the post you are applying for

In the envelope, please enclose details of:

* offences, and related circumstances at time of offence
* convictions and dates
* the country in which they occurred
* allegations made against you
* circumstances since the last offence

Attach this to your completed application form.

**SELF DECLARATION FORM**

**Do you have any unspent convictions, cautions, reprimands or warnings?** Choose an item.

**Your right to work in the UK**

*We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a British passport or visa).*

*You will be asked to bring this with you if you are called for interview*.

**“I confirm that I have a right to work in the UK and that I have documentary evidence for this”**

**Please select:** Choose an item.

**Access requirements for applicants with a disability**

*We will take all reasonable steps to remove any barriers you may otherwise face when attending interview*.

**Do you have any access requirements that we need to be aware of if you are invited for**

**interview?** Choose an item.

**Declaration**

*By signing this declaration you are agreeing with the statements below, which may be referred to in the future.*

• I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information;

• I have not attempted to influence an employee of Just for Kids Law in connection with this application;

• I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;

• I give consent for Just for Kids Law to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998;

• I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

**Name:**

**Signature:**

**Date:**