



Compass Mentoring & Schools Work Coordinator Application Form

Just42 is committed to an Equal Opportunities policy to ensure that all applicants are treated fairly and equally.

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the trust, unless requested by an appropriate authority.

Please note that by completing this form you are giving consent for your details to be stored for the duration of your involvement with Just42 and for us to contact you regarding Just42 clubs and events. Following this period your personal details will be removed from our system (any financial information will be stored for 6 years as required).

As part of our privacy policy at Just42 we want you to know that we would never pass on your information without your consent and you are welcome to contact us at any time to stop receiving information from us.

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name: _____

Maiden/Former Name(s): _____

Address: _____

Postcode: _____

Daytime Tel No: _____ Mobile Tel No: _____

Evening Tel: _____

Email address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From/To ___/___/___ ___/___/___ From/To ___/___/___ ___/___/___

Previous Address _____ Previous Address _____

_____ _____

Post Code _____ Post Code _____

Woodbridge Youth Centre, The Avenue, Kingston Road, Woodbridge, Suffolk, IP12 4BA Tel 01394 380992 email info@just42.org.uk
Just42 Ltd is a charitable company, Company No. 04504738 Charity No. 1100831

2. Education

Please list schools, colleges and training courses attended.

Name of Institution	Address	Dates from - to

Please list academic, professional and other qualifications with dates and grades gained, also any relevant training.

Subject	Grade	Date

3. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES

NO (Please tick)

If yes, please give details

If you have a disability and have any special requirements to enable you to attend interview, please contact us.

4. Personal Motivation and Experience

What hobbies and interests do you have?

Please give details of previous experience of looking after or working with children, young people. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Explain why you feel that you would be suitable for this post, with reference to the job description.

From information available, what aspects of this post excite you the most?

We are a Christian project and expect all our staff to work within our core values. Please describe how your value base is in sympathy with the aims and values of our project as described in the background information.

Do you hold a current full driving licence? Yes/No

Do you have access to suitable transport? Yes/No

5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
Email	_____	Email	_____
Relationship	_____	Relationship	_____

Please would you complete the attached self-declaration form, place it in a sealed envelope and address it to Caroline Rutherford with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: _____ **Date** _____

Voluntary Disclosure Form

STRICTLY CONFIDENTIAL

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: Caroline Rutherford, Recruiter, Just42 Ltd, Woodbridge Youth Centre, The Avenue, Kingston Road, Woodbridge, Suffolk, IP12 4BA

Position applied for: _____

Criminal Convictions (Rehabilitation of Offenders Act 1974)

The information requested here is provided for monitoring purposes only and does not form part of the Disclosure application to the Criminal Records Bureau as detailed in your application pack.

Please note that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) you are not entitled to withhold information about convictions whether 'spent' or 'unspent' under the provisions of the Act.

Have you ever been convicted of a criminal offence?	YES	NO
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Are there any current criminal proceedings against you?	YES	NO
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If the answer to either of these questions is YES, please give details:

Ethnic Origin

Please tick the box that you feel best describes your ethnic origin

White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black – other	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

DECLARATION

Under section 8 of the Asylum & Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to live and work in the UK. Any Employment offer, which may subsequently be made, is conditional on your eligibility for employment, which you will be asked to demonstrate.

Are you eligible to work in the UK?

YES / NO

I confirm that all information submitted is true and correct, that there are no reasons that I know of which prevent me from undertaking the duties of the post and I understand that any misrepresentation may invalidate my application.

I understand that if I am selected to attend an interview I must bring with me two forms of proof of my identity. One of these must have a photograph of you on it e.g. a passport, drivers licence the other should bear proof of your address e.g. a recent utility bill.

I understand that this post is subject to an Enhanced Disclosure check with the Criminal Records Bureau.

Signed: _____

Date: _____