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# **Application form**

**Guidance for filling in the form:**

1. complete the form in black ink or type into it
2. if providing additional information, please state which section of the application form each piece of additional text relates to and attach all additional information to your application
3. everything you write must be truthful and accurate
4. when completing question two, explain how you meet the essential criteria listed in the Person Specification, as well as any of the desirable criteria that are applicable to you. You may use experience from your working life, study and courses you have been on, as well as volunteering opportunities you have had and experience from your personal life. Do not insert a generic description of your work-life experience to date
5. if you need us to provide this form in an alternative format please contact recruitment@oxfordshireyouth.org
6. Return to recruitment@oxfordshireyouth.org, accompanied by an up-to-date C.V..

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| **Full name** |  |
| **Date** |  |
| **Position applied for** |  |
|  | Full time/ Part-time |
| **Phone** |  |
| **Email** |  |
| **Address** |  |
| **Where did you see this role advertised?** |  |

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| **1. In no more than 250 words, please tell us why you are applying for this post, and why this position is of interest to you**  |
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| **2. In no more than 600 words, please tell us how you meet the requirements of the person specification for this role.** Please consider your experience, qualifications and skills, as well as your personal values and attributes |
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| **3. Safeguarding is everybody’s responsibility at Oxfordshire Youth, no matter which team you work in. In no more than 250 words, please describe what you would do in the following scenario, and why:*****A young person approaches you and says that they want to tell you something but they want you to keep it secret. What would you do?*** |
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| **4. Using no more than 150 words please detail any gaps in your employment history, such as unemployment, a planned career break etc. (including dates). If this is not applicable, please write ‘Not applicable’ in this box.** |
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| **5. If you are successful, when could you start work?** |
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| **6. Are there any restrictions to your right to take up employment in the UK?** |
| Yes | No |
| **If yes, please give further details (requirement for sponsorship, expiring visa etc.)** |
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| **7. Will you require any reasonable adjustments during the selection stages? If yes, please give details e.g. you may require wheelchair access at interviews.** |
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| **8. Do you hold a full, valid UK driving licence?** |
| Yes | No |
| **Do you have regular access to a vehicle?** |
| Yes | No |
| **Do you hold any driving endorsements, or other restrictions to your licence?** |
| Yes | No |

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| **Please use this box to tell us about anything else you think we may need to know regarding your application.** |
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| **As part of its equal opportunities policy, Oxfordshire Youth wishes to ensure it does not discriminate against ex-offenders.** **If you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) below.****Most posts within Oxfordshire Youth are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Barring Service (DBS) check. If you have applied for an exempt post, please supply details of your conviction(s) below.** |
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| **I agree that the information in this application is true and accurate to the best of my knowledge. I understand that any falsification, error or false claims may affect my application or later employment which could lead to dismissal. I understand entering my name and date below is equivalent to providing my signature.** |
| Name:Date: |