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| **1. Job Details** | |
| Application for the post of: *Skatepark Bank Staff* | |
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| **2. Personal Details** | |
| Full Name: | |
| Address: | Email address: *(We will communicate by email)* |
| Telephone number: |

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| **3. Knowledge, Skills And Experience Relevant To The Post** |
| When completing this section, use the criteria listed as a guide for your responses. Describe how these relate to the criteria by giving clear examples.  Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc. We do not require your full employment history.  ***We are looking for someone who -***   * *Has flexibility to cover sessions when needed during times mentioned on the application page.* * *Is reasonably competent at skateboarding.* * *Has an overall basic knowledge of skating, including tricks, culture and apparatus.* * *Is confident in talking to, working with and teaching people of all ages, especially children and teenagers.* * *Has good communication skills.* * *Understands professional boundaries when it comes to working with people attending the skatepark.*   ***Additional desirable attributes -***   * *Previous experience in any relatable fields* |
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| 4. Your Availability |
| Please outline your current availability to work here, based on the times outlined in the job application |
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| **5. References** | |
| Please give details of two references who we can contact concerning your suitability for this post. If possible the reference should be your current (or most recent) employer. If you are in, or have just left, full time education please give details of your course tutor. If you do not wish us to contact the referee before informing you, please put an ‘x’ in the box to the right.   |  | | --- | |  | | |
| Name:  Job title:  Work relationship:    Address:  Telephone:    Email address: | Name:  Job title:  Work relationship:    Address:  Telephone:    Email address: |
| All job offers are subject to the receipt of a satisfactory reference. | |

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| 6. Further Information Please Read The Enclosed Guidance Notes Before Completing This Section. |
| **i. Authorisation to Work in the UK & Points-Based System** |
| To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES / NO**  In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES / NO**  See guidance notes for further information on authorisation to work in the UK. |
| **ii. Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986** |
| All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are ‘unspent’ and/or any pending prosecutions. Certain posts are exempted under the Rehabilitation of Offenders Act 1974. If the post for which you are applying is an ‘exempt’ post you must declare all convictions including ‘spent’ convictions and, if shortlisted, you will be asked to complete a more detailed form so that a criminal records check can be made.Do you have any criminal convictions (including ‘spent’ and ‘unspent’), cautions/bindovers or prosecutions pending? YES / NOIf you have answered yes please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form. |

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| 7. Declaration | |
| I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal. | |
| **Signed:** | **Date:** |

**Note: If you return your application by email please print your name above. You will be asked to sign it if invited to an interview.**

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| What to do Next?: |
| Please return your application form by the specified closing date to:  skatepark@brightonyouthcentre.org.uk  Or:  Recruitment  Brighton Youth Centre,  64 Edward Street,  Brighton, BN2 0JR |

**Completing the Application Form - Guidance Notes for Applicants**

The application form is an important part of Brighton Youth Centre’s recruitment process. The information you provide on the application form enables us to decide whether or not you are shortlisted for interview and is also used as the basis for the interview itself.

The recruitment pack includes a job description that outlines the main duties of the post and a person specification which sets out the essential criteria for the post. Please read both of them carefully before completing the application form. Remember that the application form is the only information we use to shortlist candidates. CV’s do not meet our requirements and will not be considered.

**Some general tips on completing application forms:**

* fill in all the sections of the form as fully as possible
* read the job description and person specification carefully before completing the form
* draft your application before completing the form
* keep a copy of your application form for your own records

**8. Further Information**

**i.** **Authorisation to Work in the UK (Immigration, Asylum and Nationality Act 2006)**

In order for Brighton Youth Centre to comply with the Immigration, Asylum & Nationality Act 2006, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK. This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate). If you are invited to interview you will be required to bring this evidence with you and show it to the interviewing panel.

Refer to www.ukba.homeoffice.gov.uk for further information, or contact your nearest visa bureau office.

*Workers Registration Scheme*

Under the scheme, nationals from the following European Union member states are required to register with the UK Border Agency.

Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia; Slovenia; Romania and Bulgaria.

If you are offered employment you must register immediately with the Border and Immigration Agency. It is important to note that even if you have registered with another employer, you will be required to register once again, but with Brighton Youth Centre by submitting a registration application form available from the Border and Immigration Agency. A copy of the registration certificate will be held by the organisation.

***Points-Based System for non-EEA Nationals***

The points-based system has been introduced by the UK Border and Immigration Agency for migrant workers from outside the \*European Economic Area (EEA) and Switzerland who want to come to work and study in the UK. Any prospective non-EEA National who is intending to apply for a post must self-assess their eligibility under the scheme before submitting an application. Where appropriate to the post a sponsor certificate will then be issued by the council to any successful candidate. This must then form part of the points-based application that the non-EEA National will need to submit to the UK Border Agency. For full information and guidance contact the UK Border Agency direct at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

***EEA Countries***

Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; United Kingdom

**ii. Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)**

#### What is meant by an unspent conviction? If you have ever been convicted of an offence for which a sentence of more than 2 ½ years was imposed (regardless of the amount your actually spent in prison) then this conviction can never become spent and you must disclose it when asked.

**Is this the only time a conviction is ‘unspent’?** No. If you have received a sentence of 2 ½ years or less, whether that conviction is spent or unspent will depend on the length of time that has elapsed since the date of the conviction. This time is called the ***rehabilitation period*** and differs according to the type of sentence passed. Please see the table below for examples of rehabilitation periods.

Having an ‘unspent’ conviction will not necessarily bar you from employment. We will look at any ‘unspent’ convictions in relation to the post you have applied for, before making any decision.

**What about spent convictions?** The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become ‘spent’ (or ignored) after the appropriate rehabilitation period - see the table below. You do not have to disclose information on spent convictions unless you are applying for a post which is exempt from the Act, in which case all convictions must be declared.

**What do we mean by exempt?** There are a number of posts within Brighton Youth Centre which are exempt from the Rehabilitation of Offenders Act 1974. These posts normally involve working with young people. If the post for which you are applying is an exempt post you must declare all convictions - spent and unspent - and any cautions or bindovers.

You should note that if you are applying for an exempt post and fail to disclose any ‘unspent’ or ‘spent’ convictions, then this may result in any offer of employment being withdrawn or, your dismissal if already appointed.

###### Criminal Record Check for Exempt Posts

If you are invited for interview for a post which is ‘exempt’ you will be required to provide us with proof of your identity - further information will be provided at the time.

If appointed, a criminal record check will be done via the Criminal Records Bureau - this is also known as a disclosure check. An offer of employment will not be confirmed unless this check is satisfactory to the Council.

**Rehabilitation Periods**

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| Type of Sentence Imposed | **Rehabilitation period for those aged over 18 when convicted** |
| Prison sentence (including suspended sentences) or detention in a young offenders institution (previously known as youth custody) between 6 months and 2 years | 10 years |
| Prison sentence (including suspended sentences) or detention in young offenders institution (previously known as youth custody) for 6 months or less | 7 years |
| A fine or other sentence for which a different rehabilitation period is not provided e.g. community service order, probation order received on or after 3 February 1995 | 5 years |
| Order for detention in a detention centre | 3 years |
| Borstal (abolished in 1983) | 7 years |
| Absolute discharge | 6 months |

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| Probation order, conditional discharge or bound over | 1 year or until order expires (whichever is the longest) |

**Except an absolute discharge, all of the above periods are *halved* if the person convicted was under 18 at the time. If you were under 18 and received a probation order on or after 3 February 1995, the rehabilitation period is 2 ½ years or until the order expires - whichever is longer**.

Remember: custodial sentences of more than 2½ years can **never** become spent

#### iii. Relatives/ Other Interests

We ask these questions to make sure that someone with whom you may have a contractual relationship, or is a relative, is not involved in the selection process.

#### iv. Medical History

If the interview panel has any queries about the amount of days sickness you’ve had in the past two years, they will discuss this with you should you be invited for interview.