**Receptionist**

**Name:**

**E-mail Address:**

**Contact Number:**

**PART A: INFORMATION TO SUPPORT YOUR APPLICATION**

Looking at the role profile, please explain how your skills, knowledge and experience meet the requirements of the jobs. Please also give any further information that is relevant to your application. (Continue on another sheet if necessary)

|  |
| --- |
| ***My experience of working with young people******My experience of working under pressure******My experience of dealing with a difficult / challenging situation******My experience of delivering exemplary customer service*** |

#### REFERENCES

*Please give the names and addresses of two people whom we may contact for a reference, although Inspire reserves the right to contact any of your former employers. References given should cover the last 5 years of your employment. The first of your references must be your present employer. If you are unemployed, this should be your last employer. Or if this is your first job, your headteacher or college tutor. Personal references (e.g. from your GP or friends) are not acceptable*.

|  |  |  |
| --- | --- | --- |
|  | CURRENT EMPLOYER | SECOND REFERENCE |
| Name |       |       |
| Job title |       |       |
| Organisation |       |       |
| Address |       |       |
| Phone |       |       |
| Email |       |       |

|  |  |
| --- | --- |
| How do you know your second referee? |  |
| Can we take up your references before interview? |  |

#### PART B: GENERAL

|  |
| --- |
| REHABILITATION OF OFFENDERS ACT 1974*Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. OnSide has the facility to check for convictions.* |
| Have you at any time been convicted of a criminal offence? |       |
| If ‘Yes’, please give details in strict confidence |       |
| How did you find out about this position? |       |
| Do you hold a current full driving licence? |       |
| For how long have you held this licence? |       |
| Please give details of current endorsements or driving convictions: |       |
| If appointed, how soon could you join us?  |       |

###### **PART C: DECLARATION**

|  |
| --- |
| I confirm the information given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand also that an Enhanced Disclosure will be sought in the event of a successful application. |
| Signed: |       | Date: |       |

If you are sending this form electronically you will be asked to sign it if you are invited for interview.

**Please return this form by email to:** melanie.rothwell@inspireyouthzone.org