**Hello! Thank you for your interest in working with Creative Youth Network.**

Please complete this form and upload to the jobs portal on our [website](https://www.creativeyouthnetwork.org.uk/jobs).

If forms don’t work for you, get in touch with the team to talk about alternatives [recruitment@creativeyouthnetwork.org.uk](mailto:recruitment@creativeyouthnetwork.org.uk)

**Please make sure you use the job description to answer all the questions**

**EDUCATION & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Qualification/Training** | **Result** |
| **From:** | **To:** |
| Click to input Date. | Click to input Date. | Click or tap here to enter text. | Result. |
| Click to input Date. | Click to input Date. | Click or tap here to enter text. | Result. |
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| Click to input Date. | Click to input Date. | Click or tap here to enter text. | Result. |
| **Please continue on a separate document if necessary.** | | | |

**PREVIOUS EMPLOYMENT HISTORY**

Please include any unpaid, voluntary or community work that is relevant to the post you are applying for.

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| --- | --- | --- | --- |
| **Current Employer/Most Recent Employer:** Click or tap here to enter text. | | | |
| **Dates** | | **Job Title:** | Click or tap here to enter text. |
| **From:** | **To:** | **Salary:** | Click or tap here to enter text. |
| Click for Date. | Click for Date. | **Reason for Leaving:** | Click or tap here to enter text. |
| Please tick this box if you are still employed by this employer: | | | |
| **Brief Outline of Duties & Responsibilities:** | | | |
| Click or tap here to enter text. | | | |

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| --- | --- | --- | --- |
| **Previous Employer 1:** Click or tap here to enter text. | | | |
| **Dates** | | **Job Title:** | Click or tap here to enter text. |
| **From:** | **To:** | **Salary:** | Click or tap here to enter text. |
| Click for Date. | Click for Date. | **Reason for Leaving:** | Click or tap here to enter text. |
| **Brief Outline of Duties & Responsibilities:** | | | |
| Click or tap here to enter text. | | | |

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| --- | --- | --- | --- |
| **Previous Employer 2:** Click or tap here to enter text. | | | |
| **Dates** | | **Job Title:** | Click or tap here to enter text. |
| **From:** | **To:** | **Salary:** | Click or tap here to enter text. |
| Click for Date. | Click for Date. | **Reason for Leaving:** | Click or tap here to enter text. |
| **Brief Outline of Duties & Responsibilities:** | | | |
| Click or tap here to enter text. | | | |

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| --- | --- | --- | --- |
| **Previous Employer 3:**  Click or tap here to enter text. | | | |
| **Dates** | | **Job Title:** | Click or tap here to enter text. |
| **From:** | **To:** | **Salary:** | Click or tap here to enter text. |
| Click for Date. | Click for Date. | **Reason for Leaving:** | Click or tap here to enter text. |
| **Brief Outline of Duties & Responsibilities:** | | | |
| Click or tap here to enter text. | | | |

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| --- | --- | --- | --- |
| **Previous Employer 4:** Click or tap here to enter text. | | | |
| **Dates** | | **Job Title:** | Click or tap here to enter text. |
| **From:** | **To:** | **Salary:** | Click or tap here to enter text. |
| Click for Date. | Click for Date. | **Reason for Leaving:** | Click or tap here to enter text. |
| **Brief Outline of Duties & Responsibilities:** | | | |
| Click or tap here to enter text. | | | |

**Please continue on a separate sheet if necessary.**

**Gaps in Employment:**

In line with safer recruitment, we require all gaps in employment and education from Secondary Education to be accounted for and explained. Please indicate and explain any gaps in employment: (*Please continue on a separate sheet of paper if necessary*).

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| --- | --- | --- |
| **Dates** | | **Gap Reason:** |
| **From:** | **To:** |
| Click for date. | Click for date. | Click or tap here to enter text. |
| Click for date. | Click for date. | Click or tap here to enter text. |
| Click for date. | Click for date. | Click or tap here to enter text. |
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| Click for date. | Click for date. | Click or tap here to enter text. |

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| **Supporting Statement** |
| Please outline why you are interested in the post and the skills and experience you would bring to the role. Please include how you meet the criteria outlined in the person specification on the Job Description. |
| Click or tap here to enter text. |

**REFERENCES**

Please indicate **two** suitable references. Normally these would be from previous employment however, **one** reference **must** be your most recent employer or alternatively, if you have not had employment before, your most recent school/college.

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| --- | --- |
| **Professional Reference 1** | |
| **Name:** | Click or tap here to enter text. |
| **Company/Organisation:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Telephone Number:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |
| **Relationship to you:** | Click or tap here to enter text. |

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| --- | --- |
| **Professional Reference 2** | |
| **Name:** | Click or tap here to enter text. |
| **Company/Organisation:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Telephone Number:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |
| **Relationship to you:** | Click or tap here to enter text. |

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| **Academic Reference** | |
| **Name:** | Click or tap here to enter text. |
| **Institution (if applicable):** | Click or tap here to enter text. |
| **Job Title (if applicable):** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Telephone Number:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |
| **Relationship to you:** | Click or tap here to enter text. |

**Do you consent to Creative Youth Network contacting the above references before a job offer is made?**

**YES  NO**

**Data Protection and Privacy**

The information you provide will be treated confidentially and in accordance with the Data Protection Act (2018). For full details, please refer to the [Privacy Notice for Job Applicants](https://www.creativeyouthnetwork.org.uk/Handlers/Download.ashx?IDMF=1bd0cdcb-3158-407c-acdf-4edf635bb5d7) on our website.

Creative Youth Network is committed to making equal opportunities a reality and all person details in this form will be removed by Human Resources before shortlisting takes place. This means that managers will only have access to details surrounding your education, previous employment and personal statement.

For the purposes of ensuring that we maintain an equal opportunities employer, we collect data at this stage of sensitive information to ensure that our adverts are reaching diverse candidates. Managers will not be informed of this sensitive information.

Please also ensure you visit our website to give you an insight into Creative Youth Network’s mission and values. Click on the link below:

[**Creative Youth Network**](https://www.creativeyouthnetwork.org.uk/)