Application Form: Residential Project Coordinator and Youth Programme Worker

| How did you hear about our vacancy? |  |
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1. **Personal Details**

The basic background information we need to communicate with you about this role.

| Full Name: |  |
| --- | --- |
| Address: |  |
|  |  |
| Postcode: |  |
| Contact number: |  |
| Email Address: |  |

| National Insurance Number: |  |
| --- | --- |

Sections 2 and 3 cover your education and employment history. We want to make this process as straightforward as possible, so if you have an up to date CV or LinkedIn profile, you may provide us with this instead and move straight to section 4. We need to see your full employment history, so please ensure that you account for any time gaps in your education/employment.

1. **Education & Qualifications**

Please tell us about any qualifications you hold.

| Place of Study: | Study Dates: | Subject, Qualification and Grade: |
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A desirable criteria for this role is that you are willing and able to drive our minibus - full training will be provided. You don’t need prior experience but do need to have held a licence for 2 years, be aged over 21 (as the law requires it), and be confident about driving in London.

| Do you hold a driving license? | Yes ☐ No ☐ |
| --- | --- |
| If YES, how long have you held it for? |  |
| If YES, do you have any penalty points? |  |

1. **Employment History**

Starting with your current, or most recent, role. Please include any significant voluntary experience.

| Name of Employer: |  | | |
| --- | --- | --- | --- |
| Your Job Title: |  | | |
| Start date: |  | End date: |  |
| Brief description of role: | | | |

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| --- | --- | --- | --- |
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| Brief description of role: | | | |

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| --- | --- | --- | --- |
| Your Job Title: |  | | |
| Start date: |  | End date: |  |
| Brief description of role: | | | |

| Other information: please explain any gaps in employment history. You may also wish to include outline details of any earlier relevant employment/volunteering not covered above: |
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1. **References**

Please provide the names and contact details of two referees. These should be people who know you in a professional capacity and not relatives or friends. One should be your most recent employer. We won’t contact your referees unless we offer you the job, so you don’t need to worry about us speaking to them at this point.

| Referee 1 Name: |  | | |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Organisation: |  | | |
| Contact number: |  | Email Address: |  |
| How does this person know you? | | | |

| Referee 2 Name: |  | | |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Organisation: |  | | |
| Contact number: |  | Email Address: |  |
| How does this person know you? | | | |

1. **Please let us know if any of the following statements are applicable to you**

Leave this section blank if none of the statements apply.

| ☐ | I am known to Social Care or to Children’s Services department/s, or to the Police, as being a risk or a potential risk to children. |
| --- | --- |
| ☐ | I have been the subject of a disciplinary investigation and/or sanction by an organisation due to concerns about my behaviour towards children or vulnerable adults, or in relation to fraud or illegal use of sensitive information. |
| ☐ | I have a conviction, caution, reprimand or final warning. (Apart from those defined as “protected” by the Rehabilitation of Offenders Act 1974.) |

If you have selected one or more of the statements above, please tell us more. All information you provide will be treated as confidential.

| A list of relevant concerns/incident(s). Where the incident involves offences, please list the specific offences you have been warned, cautioned, reprimanded or convicted of. Please also tell us when the incidents happened: |
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| Please provide a brief summary of what happened. (We're happy to talk things through over the phone if you feel this would be more appropriate – if so please put a note here and we will give you a call.) |
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1. **The core questions - help us to understand more about what motivates you and how you think:**

The following section is designed to help us get an insight into what makes you tick and whether you’re a good fit for this role. We’re looking for creativity, passion, a good overview of any relevant experience, and a sense of fun in your answers.

Word/time limits are general, so we’re not going to penalise you for a few words over, but equally please don’t feel you have to keep writing if you can say what you need to in less words!

| 6a Firstly, we want to get a sense of your personality and vibrancy… |
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| We’ve found in the past that it's very difficult to gauge this effectively in written answers, so we’re asking you to provide your answer as a video if you’re able to do so. The film should be very straightforward - between 2 and 5 minutes in length. It can be as simple as you recording yourself on a smartphone or computer - we’re not expecting any special effects or fancy film production, so please don’t spend time worrying about editing - we just want to be able to see and hear you talk about yourself!  Please cover the following:   * An introduction: tell us your name and something interesting about yourself * Tell us what makes you excited to apply for this role * Tell us what motivated you to work with young people   Once completed, please save your video with your full name as the file name. You can either attach the video to your application email or include a google link or similar within the email if the file size is too large.  ☐ Please tick here to confirm that you have completed this question and will be sending us the video as part of your submitted application  OR  ☐ Please tick here if you’re unable to do a video and have given a written response instead (word limit 750 words.) |

| 6b With reference to the Job Description and Person Specification, tell us why you think that you are the right fit for Free to Be and this role. (Word limit: 750 words.) |
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| 6c Tell us about a situation you have handled with a young person who presented some level of challenging behaviour. What was going on, how did you resolve the situation and what were your reflections on your management of things afterwards? (Word limit: 500 words.) |
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| 6d You have 30 minutes to occupy a group of 11 year olds because the instructor for their kayaking session is running late. You’re in an open field with some woods bordering one side and a lake on the other. There are 10 children and 3 other adults in the group. You have no special equipment with you. What would you do? (Word limit: 200 words) |
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**Thank you so much for taking the time and effort to complete this application form.**

Please submit your application by the closing date of midnight on 15th January 2024. Applications should be submitted by emailing the completed form and video response to [**employment@freetobekids.org.uk**](mailto:employment@freetobekids.org.uk). If sending a CV or link to a LinkedIn profile in lieu of completing sections 2 and 3 above, please remember to enclose these. You will receive an automatic confirmation receipt via email. Please do not send applications by post.

All of the information you have provided in this form will be treated as confidential and managed in accordance with Free to Be's Data Protection Policy and Privacy Statement. By submitting this application, you are consenting to us processing, storing and using the data contained within it in order to effectively manage recruitment processes relating to this job role. A copy of our Data Protection Policy and Privacy Statement is available [on our website](https://www.freetobekids.org.uk/privacystatement).