# **Application Form**

**Young Person’s Time Broker** *Fair Shares Community Time Banks*

#### **Part 1**

If you would prefer to share this information in another format, such as video/voice note or other, please contact katie@fairshares.org.uk.

Please **do not** include a CV as shortlisting will be based on this application form and your covering letter.

### **Personal Details**

|  |  |
| --- | --- |
| **First Name** |  |
| **Surname** |  |
| **Preferred Pronouns** |  |
| **Email Address** |  |
| **Mobile Number** |  |
| **Home Address** |  |
| **Postcode** |  |

**Do you have a full driving licence?** ☐ Yes ☐ No

**Do you have regular use of a car, or are you able to travel to other locations within Gloucestershire as required?** ☐ Yes ☐ No

Do you have any relevant convictions, cautions, or reprimands that are not filtered by the Disclosure and Barring Service (DBS)? Yes ☐ No ☐?

If yes to the above, ‘I understand that I may be asked to disclose any relevant criminal history later in the recruitment process.’ Yes ☐ No ☐

Note: an **Enhanced DBS check** will be required for this role.

**Are you eligible to work in the UK?** ☐ Yes ☐ No  
 You will be required to provide evidence of eligibility prior to commencing any employment.

**How many days have you been absent from work due to sickness in the past twelve months?** (*Please provide the total number of days*)

**How many periods of absence does this represent?** (*Please specify the number of separate instances*)

### **Referees**

Please give details of **two referees** below:

**Referee 1** Name:  
 Relationship to you:  
 Organisation:  
 Email:  
 Phone Number:  
 Can we contact this person before a job offer is made? ☐ Yes ☐ No

**Referee 2** Name:  
 Relationship to you:  
 Organisation:  
 Email:  
 Phone Number:  
 Can we contact this person before a job offer is made? ☐ Yes ☐ No

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### **Availability**

If selected, when could you start?  
 (*Please give period of notice if applicable*)

Do you have any holiday commitments?  
 (*If yes, please specify dates*)

How did you hear about the post?

### **Declaration**

I declare that the information provided on this form is correct and includes all relevant information which may affect my suitability for employment within Fair Shares. I understand that my engagement and employment are dependent upon this declaration.

In accordance with the **Data Protection Act 1998**, I give my consent for the information contained in this form to be processed for the purposes of my recruitment and employment with Fair Shares. I understand that this application form will become part of my personal file and, if I am not appointed, it will be stored for **six months** before being destroyed.

**Signature:**

(*A typed/electronic signature is acceptable* )

**Date:**

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#### **Part 2**

### **Educational, Technical, and Professional Qualifications**

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| --- | --- |
| *Please give full details of all relevant educational, technical and professional qualifications, with attainment levels and subject areas clearly defined, for example:*  *Institute / Professional Body Qualification and Attainment level*  *School / FE College / University 1st Degree Level (subject(s) & grade(s))*  *Other professional qualification*  *GCSE or equivalent (number, subject, grade)*  *A Level or equivalent (number, subject, grade)*  Continue on a separate sheet if necessary | |
| Institute / Professional Body | Qualification and Attainment level |
|  |  |

**Details of Present or Last Employer and Previous Employers in the last 10 years :**

*Please provide details of your employment history, starting with your current or most recent employer. Include voluntary or unpaid work that you may have undertaken. Note your key role and key achievements / responsibilities.*

*In the final column you should note your reasons for leaving and salary on leaving or current salary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer  (name and full address) | Jobs held / Key achievements | Date from and to | Reason for leaving and salary on leaving |
|  |  |  |  |
|  |  |  |  |
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**GENERAL**

|  |  |
| --- | --- |
| Have you ever been dismissed from employment? |  |
| Would you have to move home if offered this job? If yes please provide further details |  |
| If offered this position, do you intend to work in any other capacity? If yes, please give details. |  |

### **About You**

Please respond to each question using clear, concise examples. You may attach additional pages if needed.

**a. Why are you interested in the Youth Time Broker role at Fair Shares?** (*Max 600 words*)  
 What motivates you to apply, and what draws you to Fair Shares’ Time Banking approach to youth empowerment and community-building?

**b. Tell us about your relevant experience working with young people.** (*Max 600 words*)  
 Include any experience facilitating youth activities, workshops, support work, or education, particularly involving SEN/SEND or vulnerable young people.

**c. We want to hear more about your ideas on how you would engage young people with time banking and Fair Shares.** (*Max 600 words*)  
 What skills, interests, and ideas would you bring to this role to engage young people?  
 (E.g., cooking, gardening, woodwork, forest school, creative arts, etc.)

**d. Share an example of a long or short term project, session or activity you helped design or deliver that you consider was successful.** (*Max 300 words*)  
 What was your role? How did you include young people in the process? What did it involve? What was the impact?

**e. How do you ensure activities are inclusive and accessible to all young people?** (*Max 300 words*)

**f. Tell us about yourself - What are your passions and interests outside of work?** (*Max 300 words*)

### **Availability**

If offered this job, when could you start?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
The preferred start date is the week commencing **23rd June 2025**, but this is flexible.

#### **Recruitment Policy**

It is our policy to employ the best-qualified personnel and provide equal opportunity for the advancement of employees, including promotion and training. We do not discriminate against any person because of race, colour, ethnic or national origin, religious beliefs, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age, or disability.

### **Declaration**

I confirm that the above information is correct and understand that misleading statements may be grounds for cancelling any agreements made, including withdrawing any offer or termination of subsequent employment.

I authorise Fair Shares to obtain references to support this application once an offer has been made and accepted, and release the company and referees from any liability caused by giving and receiving information.

I also understand that questions left unanswered may be discussed at interviews arising from this application.

**Applicant's Signature:** (*Electronic signature is acceptable*)  
 **Date:**

**Submission Instructions**

* Complete the application form
* Return completed forms to: **katie@fairshares.org.uk**
* **Application Deadline:** June 5th 2025 at 9am
* **Interview Date:** 10th June 2025