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Employment Application Form

*If handwriting – please complete all sections in black ink*

Post Applied for: **Communications and Engagement Officer**

Where did you see the post advertised:

PERSONAL DETAILS

First Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. Number Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION

*\* If you have already listed past education, qualifications, work history and training details with associated dates in an up to date CV, please paste into the relevant sections in this application form (rather than having to complete the tables provided).* ***Please do not just attach your CV as an extra document.***

Please list all educational establishments attended from Secondary School onwards and details of qualifications obtained:

|  |  |  |
| --- | --- | --- |
| **Date** | **Establishment** | **Qualifications obtained** |
|  |  |  |
|  |  |  |
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EMPLOYMENT HISTORY

Begin with current or most recent employer and work backwards through your career. Attach additional sheets if necessary:

|  |  |
| --- | --- |
| **Employer:** | **Dates employed** **From - To** |
|  |  |
| Post and Salary: |
| Main Responsibilities: |
| Reason for Leaving: |

|  |  |
| --- | --- |
| **Employer:** | **Dates employed** **From - To** |
|  |  |
| Post and Salary: |
| Main Responsibilities: |
| Reason for Leaving: |

|  |  |
| --- | --- |
| **Employer:** | **Dates employed** **From - To** |
|  |  |
| Post and Salary: |
| Main Responsibilities: |
| Reason for Leaving: |

COURSES AND TRAINING

Give particulars of short courses and/or in-service training attended within the last 3 years.

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| --- |
| Title and Nature of the Course: |
| Course Duration: |

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| --- |
| Title and Nature of the Course: |
| Course Duration:  |

|  |
| --- |
| Title and Nature of the Course: |
| Course Duration: |

REFERENCES

Please list two persons whom we may contact for References. References will not be taken up unless an offer of employment is made. One of the References should be from your present, or most recent, employer.

|  |
| --- |
| **Reference No: 1** |
| Name: |
| Position: |
| Address: |
| Email: |
| Telephone: |
| In what capacity is this person known to you? |

|  |
| --- |
| **Reference No: 2** |
| Name: |
| Position: |
| Address: |
| Email: |
| Telephone: |
| In what capacity is this person known to you? |

SPECIAL REQUIREMENTS

Do you require a special permit to work in the UK? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

If you are selected for an interview, are there any special arrangements you would like us to make:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EQUAL OPPORTUNITIES MONITORING

Please complete the separate Equal Opportunities Monitoring Form. This will be detached from your Application before shortlisting begins and the information given is used solely for monitoring purposes.

CONVICTIONS

Do you have any criminal records to declare: Yes \_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Are there any current proceedings or investigations on-going against you? Yes \_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If you have answered ‘yes’ to either of these questions, please give details on a separate sheet. Any information given will be treated in complete confidence by the Appointing Manager and will not automatically debar you from consideration for employment.

ELIGIBILITY TO WORK

 Please tick to confirm you are eligible to live and work in the UK

Evidence of eligibility to work in the United Kingdom will be requested if you are invited to attend an interview.

If appointed, how soon would you be able to take up the post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATA PROTECTION

The information on this application form is strictly confidential and is used for the purpose of selection and recruitment.

If you are offered and accept a job with KVA, the information on this form, and the form itself, will be retained in your personnel file in our HR system and in a locked cabinet, with controlled access to both.

The information you share with us will not be shared with any other parties. This information will be retained during your period of employment with KVA. Once your employment is complete we will securely dispose of all records relating to you, apart from your name, date of birth and dates of employment, to ensure we can provide you with a reference in future if requested.

If you are not offered a job with KVA, the information on this form will be retained for 6 months, so that we can offer you feedback following your interview. The form and related information will be safely destroyed after this period.

SUPPORTING STATEMENT

**\*\* Please refer to the** **Job Description** **for further information about the role and** **provide a concise statement in support of your application below**. **This should include details of relevant past experience and your reasons for applying for this post, based upon ALL aspects of the Person Specification \*\***.

This should be no longer than 4 pages of A4. *(Please then sign the application and return as instructed below.)*

SIGNATURE

I confirm that the information contained in this Application is true and accurate, and I understand that any employment offered to me may be terminated in the event that material information – not disclosed in my application – is discovered at a later date.

|  |  |
| --- | --- |
| Signature | Date |
|  |  |

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| --- |
| This form should be returned by Wednesday 17 July at 12 pm midday, to: |
|   Superhighways  c/o Kingston Voluntary Action  Siddeley House,  50 Canbury Park Road Email: jobs@superhighways.org.uk  Kingston upon Thames  KT2 6LX |