

APPLICATION FOR EMPLOYMENT – STRICTLY CONFIDENTIAL

Applications will be considered on merit regardless of nationality, ethnic origins, religion, gender, sexuality, disability or age.

This page will be detached before shortlisting and will not be seen by the selection panel until Interview.



Please note:

Your application form plays a key part in deciding whether or not you are invited to an interview. The shortlisting panel will measure it against the person specification and job description, and decide who to interview based on the information you provide on your form

To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided as CVs will not be accepted.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. If you are applying for posts within the organisation that may bring you into direct contact with vulnerable groups, including children, you must ensure that you include on your application a full education/ employment/ training history from when you left school. We will require you to account for any gaps or anomalies in your application.

- Please type or use black ink.
- If there is insufficient room in any section of the form, please use a continuation sheet.
- When completed, please return to: The Kite Trust, Office A, Dales Brewery, Gwydir Street, Cambridge, CB1 2LJ marking the envelope 'Job Application' or return via email to office@thekitetrust.org.uk

Data Protection 1998- The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

CRIMINAL CONVICTIONS: Staff and volunteers at The Kite Trust often work with people who are in a vulnerable situation so it is important for us to make every effort to ensure their safety and well-being. We therefore ask that you give us information on any criminal convictions you may have outstanding.

HAVE YOU ANY CRIMINAL CONVICTIONS? YES / NO

IF YES, PLEASE LIST WITH DATES (No information need be given concerning any conviction which is considered to be spent under the Rehabilitation of Offenders Act 1974). If offered this post it will be conditional upon an enhanced DBS check as the post involves significant access to young people and/or vulnerable adults.

I confirm that the information given in support of my application is accurate.

Signed: _____ Date: _____

Closing date for applications is 9 AM on Monday 20th May 2019

APPLICATION FOR THE POST OF:

Please write here:

SURNAME:	
FIRST NAME(S):	
ADDRESS:	TEL NO:
	Daytime:
	Evening:
	Mobile:
POST CODE:	
EMAIL ADDRESS:	
Do you have a driving licence? If Yes driving licence number and category.	
YES	NO

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A) EMPLOYMENT HISTORY

Name of Present Employer:			
Address:			
Job Title:		Appointed:	
Present Salary / Wage:		Length of Notice Required:	
<p>Please give a brief summary of your main duties and responsibilities:</p> 			

B) PREVIOUS EMPLOYMENT

Begin with the most recent employer and work backwards excluding your present Employment:

(School / College leavers – give details of holiday or temporary employment)

Name and address of Employer	Post Held	Date from	Date to	Reason for leaving

C) SUPPORTING INFORMATION

Please describe below how you are able to meet the Person Specification for this post. It is essential that you make reference to the points in the Specification and provide examples. Please continue on a separate sheet if necessary and attach this securely to your application form

A large, empty rectangular box with a thin black border, intended for the applicant to provide supporting information as requested in the text above. The box is currently blank.

D) EDUCATION, TRAINING AND QUALIFICATIONS

Begin with most recent and work backwards.

School / College	Date from	Date to	Course / Subjects	Qualifications and grades

Please give details of any professional qualifications you currently hold
Please give details of any other formal training / courses you have undertaken which you feel are relevant to your application

E) HEALTH

How many days absence from work or college, have you had in the last 12 months due to illness?

E) REFEREES

Please give the names and addresses of two people (not relatives) whom we may approach for references. One should be your present or most recent employer, neither will be contacted unless you are selected for interview.

<u>Referee 1</u>	<u>Referee 2</u>
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Relationship to you:	Relationship to you:

