

Kingston Voluntary Action

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

Employment Application Form

Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see the post advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL DETAILS – please complete all sections in black ink

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

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

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

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

Tel. No: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

EDUCATION

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

|  |  |
| --- | --- |
| Establishment | Qualifications obtained |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

EMPLOYMENT HISTORY

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

|  |  |
| --- | --- |
| Employer: | |
|  | |
| Date worked from |  |
| To |  |
| No. of years employed |  |
| Post and Salary: | |
| Main Responsibilities: | |
| Reason for Leaving: | |

|  |  |
| --- | --- |
| Employer: | |
|  | |
| Date worked from |  |
| To |  |
| No. of years employed |  |
| Post and Salary: | |
| Main Responsibilities: | |
| Reason for Leaving: | |

|  |  |
| --- | --- |
| Employer: | |
|  | |
| Date worked from |  |
| To |  |
| No. of years employed |  |
| 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.

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

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

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

SUPPORTING STATEMENT

Please give a concise statement in support of the Application (continue on a separate sheet if necessary). This should include details of relevant past experience and your reasons for applying for this post based upon the person specification.

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 Equal Opportunities Monitoring Form enclosed with your Application. 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.

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.

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 |
|  |  |
|  | |

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

|  |
| --- |
| Returning your application |
| Please email your completed and signed Application Form and Diversity and Equal Opportunities to [admin@kva.org.uk](mailto:admin@kva.org.uk) or post it to Sue Doherty, Kingston Voluntary Action, Siddeley House, 50 Canbury Park Road, Kingston KT2 6LX. **We are unable to consider CVs.** |

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 accepted a job with KVA, the information on this form, and the form itself, will be retained in your personnel file, in a locked cabinet to which only the Chief Executive Officer or HR Officer will have access.

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.

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

Kingston Voluntary Action

Diversity and Equal Opportunities

Monitoring Form

**This page will not be presented to the shortlisting panel.**

Application for the post of:

This page is used for monitoring purposes and will not be seen by members of the Selection Panel. Please answer all questions fully.

As an Equal Opportunities employer, Kingston Voluntary Action keeps records of the gender, ethnic origin and any disabilities of job applicants, in order to monitor the implementation of our Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |
| Other |  | Prefer not to say |  |

Would you describe yourself as being disabled (please specify):

Ethnic Origin

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British | | White | |
| Indian |  | British |  |
| Pakistani |  | Irish |  |
| Bangladeshi |  | Other European |  |
| Any other Asian |  | Other Non-European |  |
| Black or Black British | | Dual Heritage | |
| Caribbean |  | White + Black Caribbean |  |
| African |  | White and Black African |  |
| Other Black Background |  | White and Asian |  |
|  |  | Other Dual Heritage Background |  |
| Chinese or other Ethnic Groups | |  |  |
| Chinese |  |  |  |
| Any other Ethnic Group (please write in) | |  | |

How did you learn of this vacancy?