

Kingston Voluntary Action Employment Application Form Community Café Assistant

18 Aug 2026

Employment Application Form 2024 v1



* Required

JOB INFORMATION

1. Post Applied For *

2. Where did you see the post advertised? *

3. When are you available to start in the post? *

PERSONAL INFORMATION

4. Surname *

5. First names *

6. Address *

7. Telephone number *

The value must be a number

8. Email address *

EDUCATION

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

EMPLOYMENT HISTORY

Begin with current or most recent employer and work backwards through your career. If more than three employers, please add at the end of this section, if necessary.

10. Most recent employer name *

11. Dates worked there from/until *

12. Post and salary *

13. Main responsibilities *

14. Reason for leaving *

15. Employer name *

16. Dates worked there from/until *

17. Post and salary *

18. Main responsibilities *

19. Reason for leaving *

20. Employer name

21. Dates worked there from/until

22. Post and salary

23. Main responsibilities

24. Reason for leaving

25. Please use the space below to add any additional employers if necessary.

COURSES AND TRAINING

Give particulars of short courses and/or in-service training attended within the last 3 years. If more than three courses and training, please add at the end of this section, if necessary.

26. Title and nature of the course, plus course duration

27. Title and nature of the course, plus course duration

28. Title and nature of the course, plus course duration

29. Please use the space below to add any additional courses and training if necessary.

SUPPORTING STATEMENT

30. Please give a concise statement in support of the Application. 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.

31. First Reference name *

32. Position and Organisation *

33. Address *

34. Email address *

35. Telephone number *

36. In what capacity is this person known to you? *

37. Second Reference name *

38. Position and organisation *

39. Address *

40. Email address *

41. Telephone number *

42. In what capacity is this person known to you? *

SPECIAL REQUIREMENTS

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

ELIGIBILITY TO WORK IN THE UK

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

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

CONVICTIONS

45. Do you have any criminal records to declare *

☐ Yes

☐ No

46. If you answered yes to the question above, please give details below. Any information given will be treated in complete confidence by the Appointing Manager and will not automatically debar you from consideration for employment. *

47. Are there any current proceedings or investigations on-going against you? *

☐ Yes

☐ No

48. If you answered 'yes' to the question above, please give details here. Any information given will be treated in complete confidence by the Appointing Manager and will not automatically debar you from consideration for employment. *

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 securely retained 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.

49. Please complete KVA's Equal Opportunity Monitoring via the link

below: [https://forms.office.com/Pages/ResponsePage.aspx?](https://forms.office.com/Pages/ResponsePage.aspx?id=cyXNW8ToyEa5QCBGybwXhWHt80k5kURGjcBXWqXSDvNUQzNNSIFVSEVJTIRCOTQzTjIHsUIzQ0FBQy4u)

[id=cyXNW8ToyEa5QCBGybwXhWHt80k5kURGjcBXWqXSDvNUQzNNSIFVSEVJTIRCOTQzTjIHsUIzQ0FBQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=cyXNW8ToyEa5QCBGybwXhWHt80k5kURGjcBXWqXSDvNUQzNNSIFVSEVJTIRCOTQzTjIHsUIzQ0FBQy4u)

☐ Yes, I have completed KVA's Equal Opportunity Monitoring form

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.

50. Signature *

51. Date *

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