

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: | No. of years employed |
|  |  |
| Post and Salary: | |
| Main Responsibilities: | |
| Reason for Leaving: | |

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

|  |  |
| --- | --- |
| Employer: | 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: |

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.

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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| This form should be returned to: |
| KINGSTON VOLUNTARY ACTION Telephone: 0208 255 3335  Siddeley House Facsimile: 0208 255 8804  50 Canbury Park Road Email: admin@kva.org.uk  KINGSTON UPON THAMES Website: [www.kva.org.uk](http://www.kva.org.uk)  KT2 6LX |

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.