Please fill in this application form fully so that we have accurate information about you, your qualifications and experience and your current work situation.

Please return the completed form to:

manager@khfsp.org.uk

**APPLICATION FOR THE POST OF: ............................................................................**

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **First Name(S)** | **Surname** | **Home Address**  **Post Code** |
| **Telephone Number** | **Are you eligible to work in the UK?** |
| **Email Address** | **National Insurance Number** |

**PRESENT/MOST RECENT EMPLOYER**

|  |  |  |
| --- | --- | --- |
| **Job Title:** | **Date Started (Month and Year)** | **Notice required (Months/Weeks)** |
| **Name of Employer/Company** | **Main duties and responsibilities** | |
| **Line Managers Name** |
| **Reason for leaving:** |

**EMPLOYMENT HISTORY**

In this section we need to know about your previous work. Please give a chronological list of all roles starting with the **most recent**. You may wish to include details of unpaid/voluntary work. Please also give details of any gaps in employment.

***(Please add additional rows, or continue on a separate sheet if you have more than 5 positions you want to tell us about)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer/Company** | **Start Date** (Month and Year) | **End Date** (Month and Year) | **Role**  Please give an overview of your main duties and responsibilities | **Reason for leaving** |
|  |  |  |  |  |
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**EDUCATION, and QULIFICATIONS**

Please note all Education and Qualifications achieved from secondary school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College** | **Start Date** (Month and Year) | **End Date** (Month and Year) | **Corse/Subject taken** | **Qualification and Grade** |
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**Ongoing professional development**

Please note any additional training or short courses relevant to the post

|  |  |  |
| --- | --- | --- |
| **Course** | **Duration (eg half day, 3 months, weekend)** | **Date attended** |
|  |  |  |
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***(Please add additional rows, or continue on a separate sheet if you have more training/qualifications you want to tell us about)***

**Supporting Statement**

Use this section to demonstrate how you meet the selection criteria set out in the *Person Specification* by providing specific examples of your experience, skills and knowledge. This information will be used in the shortlisting process.

|  |
| --- |
|  |

**REFRENCES**

Please give details of a *minimum* of two people we may approach for references who know you in a professional capacity. One should be your present or most recent employer. References will only be contacted once a conditional offer of employment has been made.

|  |  |
| --- | --- |
| **Reference 1** (should be current or most recent employer) | **Reference 2** |
| **Name** | **Name** |
| **Association to you** | **Association to you** |
| **Company** | **Company** |
| **Your role in this employment** | **Your role in this employment** |
| **Address** | **Address** |
| **Telephone Number** | **Telephone Number** |
| **Email Address** | **Email Address** |

**STATMENT OF CRIMINAL CONVICTIONS**

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires all applicants to disclose any criminal convictions and cautions, even if they would be regarded as “spent” under this Act.

**You must** complete either PART A **or** PART B and any information will be treated as **strictly confidential.** Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. A person’s suitability will be looked at as a whole in the light of all information available. The main consideration will be whether the offence is one which would make a person unsuitable to work in a capacity which provides the opportunity for access to young persons and vulnerable adults. **Failure to disclose a conviction may disqualify you from appointment or could lead to summary dismissal when the discrepancy comes to light.**

|  |
| --- |
| **PART A – I have the following conviction(s) and/or caution/reprimand(s) to declare including those regarded as spent: (Please specify the date and full details of each conviction and/or caution/reprimand)** |
| **PART B- I have no conviction or caution/reprimand to declare:** (please tick to confirm) |

**DECLRATION**

I declare the information on this form, to the best of my knowledge, is true and accurate.

I understand that the KHFSP reserves the right to withdraw an offer of employment, or terminate employment already commenced, if the information given by me is inaccurate or misleading.

I possess all the qualifications which I claim to hold and understand if successful I will be required to produce original certificates.

I am not barred by from working with children or vulnerable adults.

I am prepared to complete required checks through the Disclosure and Barring Service

**Signature of Applicant:................................................................Date:................................**