

JOB APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. THE PANEL WILL CONSIDER ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Post title applying for:	
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PERSONAL DETAILS:

SURNAME/LAST NAME:		FIRST NAMES:	
PREVIOUS NAMES (if applicable):		REASON FOR NAME CHANGE eg. Marriage/Deed Poll :	
TELEPHONE NO. (home):		TELEPHONE NO. (mobile):	
CURRENT ADDRESS (if you have moved address within past 5 years, please provide previous addresses on separate sheet including dates of from and to):			
POSTCODE:		HOW LONG AT ABOVE ADDRESS:	
EMAIL ADDRESS:			

PRESENT OR MOST RECENT EMPLOYMENT:

Job title:		Current salary:		Period of notice:	
Date joined:		Date left (if applicable):		Reason for leaving:	
Employer's full name and full address:					
Brief outline of duties:					

PREVIOUS EMPLOYMENT including any VOLUNTEER WORK since leaving school (most recent before above employer first):

Dates of employment		Position held	Employer (name & town of employer)	Reason for leaving
From	To			

EDUCATIONAL, RELEVANT VOCATIONAL, PROFESSIONAL QUALIFICATIONS OR TRAINING COURSES (most recent first)

Dates		School/College/University/ Training establishment	Qualification/s obtained inc. Awarding Body e.g. Edexcel
From	To		

Please explain any gaps in your employment and education history:

HOW DO YOU MEET THE ESSENTIAL REQUIREMENTS?

Please state clearly how you meet all the essential requirements listed on the person specification, including the reason you want to apply for position, together with any other relevant information in support of your application (continue on a separate sheet if necessary - max. 1 A4 sides):

REFERENCES - please provide two professional referees, who are not friends or relatives. At least one referee should be your present or last employer. If you are a school leaver, your school should provide a reference, then someone you have done volunteer work for e.g. community or sports club leader. **Please note, if you are shortlisted, we will contact one of your referees prior to interview:**

Full name and address:	Occupation:	Years known and in what capacity:	Contact details:
			Landline: Mobile: Email:
Indicate that you are happy for us to contact the above (Y/N):			<input type="checkbox"/>

Full name and address:	Occupation:	Years known and in what capacity:	Contact details:
			Landline: Mobile: Email:
Indicate that you are happy for us to contact the above (Y/N):			<input type="checkbox"/>

OTHER INFORMATION:

Do you hold a valid 'full' driving licence?

Yes

No

Do you have access to your own transport?

Yes

No

ABSENCE FROM WORK / EDUCATION

How many days sickness absence from work or education have you had in the last two years?

REASONABLE ADJUSTMENTS

Would you like us to make any specific arrangements to facilitate a fair interview due to a disability? For instance, do you need a wheelchair-accessible interview room?

REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at www.unlock.org.uk.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your application is confirmed.

DATA PROTECTION

The information provided in the application form will be processed in accordance with current data protection regulations. We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

*If you are unsuccessful in this application, we can hold your information on file in case of future vacancies. Instead of securely shredding it, we will retain it securely for an additional 12 months. Please tick this box if you wish us to retain your information *

RIGHT TO WORK IN THE UK

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

DECLARATION

- I authorise you to obtain references from referees provided on this form and seek appropriate disclosures to support this application if I am offered this post.
- I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.
- I confirm that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected, or employment terminated in such circumstances.
- I confirm that if I return this form via email, I am indicating my intention to comply with the below declaration (you will be required to sign the declaration if you are subsequently invited to interview).

I confirm that all the information given on this form is correct and complete. I also confirm I have read and understand the above points of declaration:

SIGNATURE:		Date:	
PRINT:			

PLEASE RETURN COMPLETED APPLICATION FORM TO:

jobs@ksspcic.co.uk

by the deadline date indicated on the vacancy notice.