

## APPLICATION FOR EMPLOYMENT

Please complete the form clearly in black ink or type. Please **do not** enclose a CV.

You may return this form by:

- Email to [hrteam@kenwardtrust.org.uk](mailto:hrteam@kenwardtrust.org.uk)
- Fax: 01622 815805
- Post: Kenward Trust Head Office, Kenward Road, Yalding, Kent ME18 6AH

If you have any queries, please telephone 01622 814187.

<b>POSITION APPLIED FOR:</b>	
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<b>Personal Information</b>
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<b>Forename(s):</b>	
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<b>Surname:</b>	
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<b>Previous Name(s):</b>	
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<b>Address:</b>	
<b>Postcode:</b>	

<b>Telephone:</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
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<b>Email Address:</b>	
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<b>May we contact you at work?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<i>Please tick as appropriate</i>
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<b>Date of Birth:</b>	
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<b>Do you hold a full current driving licence?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<i>Please tick as appropriate</i>
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<b>Are you eligible to work in the UK?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<i>Please tick as appropriate</i>
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How did you hear about this vacancy?

## Education and Training

### Professional/Vocational Training

Most recent first. Include short courses, day release schemes and in-service training

Short listed candidates may be asked to produce copies of certificates and awards

Place & Method of Study	Length of Course Full/Part-time	Subjects Studied	Qualifications and Grade	Year and Awarding Body

### Further Education

Please list in chronological order. Short listed candidates may be asked to produce copies of certificates & awards

College or University	Length of Course Full/Part-time	Subjects Studied	Qualifications and Grade	Year and Awarding Body

### General Education

Please list in chronological order. Short listed candidates may be asked to produce copies of certificates & awards

Secondary School	Dates	Subjects Studied	Qualifications and Grade	Year and Awarding Body

### Previous Employment Details

*Please start with the most recent employer and then list your previous employment in REVERSE order. Please use an additional sheet if required.*

From	To	Employer's Name, address and nature of business	Position held and summary of duties	Final Salary	Reason for Leaving

## Health

**Please state how many days sickness you have had over the past 3 years**

*If this total amount includes any continuous periods of more than five days, please provide details below:*

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## Equal Opportunities

**Certain disabilities or health problems do not preclude full consideration for a position with the organisation. If you have a disability or health problem, which might affect your ability to fulfil the role described in the Job Description, please give details below. This will help us to determine how we might be able to meet particular requirements:**

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**Applications from ex-offenders will be considered on their merit. Convictions that are irrelevant to the job advertised will not be taken into consideration but you are required to disclose any convictions that are not spent by virtue of the Rehabilitation of Offenders Act (1974).**

**Applicants will need to provide an enhanced reference from the Disclosure Barring Service**

<b>If this applies to you, would you be prepared to provide such a reference?</b>	<b>Yes</b>		<b>No</b>	
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*Please tick as appropriate*

<b>Have you ever been convicted of a criminal conviction?</b>	<b>Yes</b>		<b>No</b>	
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*Please tick as appropriate*

**If yes, please give details of your conviction and sentence passed:**

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**You are not obliged to disclose convictions that are spent by virtue of the Rehabilitation of Offenders Act (1974). All information will be treated in the strictest of confidence.**

## References

An offer of employment is subject to receipt of two satisfactory references.  
Please give the name, address and occupation of two referees (not relatives) below:

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Occupation:</b>	
<b>Email</b>	

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Occupation:</b>	
<b>Email</b>	

## Personal Statement

Please give details of why you are interested in this post and what you could contribute to it. Kenward Trust recognises that formal education and employment are not the sum total of a person's achievements and experience. Please give any other information about yourself that you feel may be relevant to the post for which you are applying. Please use an additional sheet if required.

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## Declaration

To the best of my knowledge the above statements are true. I understand that if I have withheld or mis-stated any information it may result in the refusal or termination of employment. I also understand that any written offer of employment is subject to satisfactory references and medical reports and enhanced DBS check.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

## Data Protection

I understand that the organisation will maintain a record of this information in accordance with the data protection act 1998. I hereby give my consent that the information held can be processed by the organisation for the purpose of this application.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL INFORMATION

To allow us to monitor our compliance with the Equal Opportunities Policy, you are asked to complete the questions below. It will be treated as **strictly private and confidential** and used for monitoring purposes only.

<b>POSITION APPLIED FOR:</b>	
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### Equality and Diversity

Kenward Trust is committed to an Equal Opportunities Policy and will therefore work to ensure that Equal Opportunities are the basis for all contact and work with employees. KENWARD TRUST believes that employees should reflect the cultural and ethnic composition of the community and the projects it serves. KENWARD TRUST will actively seek out, encourage and assist candidates from all cultural and ethnic groupings to take part in its activities.

**A full copy of our 'Equal Opportunity Policy Statement' is available at your request.**

*Please tick as appropriate*

**Gender:**                       Male                       Female                      **Date of Birth:**                     

**Ethnic Origin:**

<i>White:</i>	<input type="checkbox"/> British	<i>Mixed:</i>	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Irish		<input type="checkbox"/> White and Black African
	<input type="checkbox"/> Other		<input type="checkbox"/> White and Asian
			<input type="checkbox"/> Other

<i>Asian or Asian British</i>	<input type="checkbox"/> Indian	<i>Black or Black British</i>	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Pakistani		<input type="checkbox"/> African
	<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> Other
	<input type="checkbox"/> Other		

Chinese                     

Other ethnic minority group:                                            Please state:                     

**Sexual Orientation:**

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Homosexual	
<input type="checkbox"/> Bi Sexual	

**Service users**

**Have you ever/or do you currently use one of our services?**

<input type="checkbox"/> Ex service user	<input type="checkbox"/> No
<input type="checkbox"/> Current service user	<input type="checkbox"/> Prefer not to say

**Disability**

Would you describe yourself as someone who has a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities?

Yes                       No

*If yes, please give details overleaf*

Please indicate below which would best describe your impairment:

Physical impairment e.g. mobility, dexterity

Yes

No

Sensory impairment e.g. visual, auditory, speech

Yes

No

Mental Health Conditions e.g. Depression, Schizophrenia,

Yes

No

Learning/Cognitive impairment e.g. Dyslexia

Yes

No

Long standing illness/condition e.g. Cancer, HIV

Yes

No

Applicants with a disability are encouraged to contact Human Resources to let us know if there are any adjustments we can make to support you with the interview and, if successful, in the specified job role.

### Data Protection

I understand that the organisation will maintain a record of this information in accordance with the Data Protection Act 1998. I hereby give my consent that the information so held can be processed by the organisation for the purpose of this application.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please return this form together with your job application form to Human Resources at KENWARD TRUST.

Many thanks