Employment Application

Candidate Number……………………………… (office use only)

**Please refer to the Job Description and Person Specification before making your application.**

Please complete in black ink using block capitals, or type. All sections of this form should be completed. All information will be treated in the strictest confidence.

Completed forms should be sent to:

**Operations Manager**

**Kairos WWT**

**St Peter’s Centre**

**Charles St**

**Coventry, CV1 5NP**

**Or by email to operationsmanager@kairoswwt.org.uk**

Applications received after the closing date will only be considered in exceptional circumstances. In line with our Equal Opportunities Policy this first page with your personal information will not be seen by the selection panel prior to them making their decision on candidates they wish to invite for interview.

|  |  |  |
| --- | --- | --- |
| Vacancy details | | |
| Post Applied For: |  |  |
| Where did you see the job advertised? |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | |
| Preferred Title (Miss/Ms/Mrs/Dr etc) | |  | | | | | | |
| Surname | |  | | Forename(s) |  | | | |
| Address | |  | | | | | | |
| Email address | |  | | | | | | |
| Telephone Number (day) | |  | | Telephone Number (eve) | |  | | |
| National Insurance Number | |  | | | | | | |
| Do you need a work permit? | | | | | | | YES | NO |
| Do you hold a full UK driving license? | | | | | | | YES | NO |
| Do you have access to a car? | | | | | | | YES | NO |
|  | | | | | | | | |
| present employment | | | | | | | | |
| Employer Name and Address: | | | | | | | | |
|  | | | | | | | | |
| Post/title |  | | Duties & responsibilities: | | | | | |
| Salary |  | |  | | | | | |
| Date of commencement |  | |
| Period of notice |  | |
| Candidate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (office use only)   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Previous Employment(most recent first, including any unpaid or voluntary work) | | | | | | | | | | | | Employer | |  | | | | | | | | | | Address | |  | | | | | | | | | | Job Title | |  | | | Salary/grade on leaving | | |  | | | | Responsibilities | |  | | | | | | | | | | From |  | | To |  | | | Reason for leaving | | |  | | Employer |  | | | | | |  | | | | | Address |  | | | | | | | | | | | Job Title |  | | | | | Salary/grade on leaving | | |  | | | Responsibilities |  | | | | | | | | | | | From |  | | To |  | | | Reason for leaving | | |  | | Employer |  | | | | | | | | | | | Address |  | | | | | | | | | | | Job Title |  | | | | | Salary/grade on leaving | | |  | | | Responsibilities |  | | | | | | | | | | | From |  | | To |  | | | Reason for leaving | | |  | | Employer |  | | | | | |  | | | | | Address |  | | | | | | | | | | | Job Title |  | | | | | Salary/grade on leaving | | |  | | | Responsibilities |  | | | | | | | | | | | From |  | | To |  | | | Reason for leaving | | |  | | Employer |  | | | | | | | | | | | Address |  | | | | | | | | | | | Job Title |  | | | | | Salary/grade on leaving | | |  | | | Responsibilities |  | | | | | | | | | | | From |  | | To |  | | | Reason for leaving | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | education and training | | | | | | From | To | School, college, university attended | Qualifications obtained including grade/stage | Date Passed | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Details of other courses attended | | | | | | From | To | Course title & organising body | Subject | Length of course | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  | | --- | | Referees |   Please name two people who may be approached for a reference connected with your work experience. One of these must be your present, or most recent, employer. References will be taken up if you are invited to an interview. If you do not wish any referee to be contacted at this stage, please place an X in the relevant box.   |  |  |  |  | | --- | --- | --- | --- | | 🞏1st referee  Name | | 🞏2nd referee  Name | | | Job Title |  | Job Title |  | | Company |  | Company |  | | Address |  | Address |  | | Telephone |  | Telephone |  | | Email |  | Email |  |  |  | | --- | | Relevant experience and skills |  |  | | --- | | Please give details of any work experience and personal skills you feel will be of interest to the selection panel, and any other details you believe relevant to your application. If applicable, please give details of unpaid or voluntary work. Continue on a further blank page if necessary. | | | | | | | | | |

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| --- |
| confirmation details |

I certify that the information given on this form is correct. I understand that any willful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

In accordance with the Data Protection Act 1998 I consent to KairosWWT processing personal data contained in this application form and other data which KairosWWT may obtain from me or other people, for the purpose of recruitment and selection for employment, including contacting referees I have nominated. I consent to the processing of personal data defined in the act as ‘sensitive data’ in connection with the Equal Opportunities monitoring; pre-employment medical clearance and the commission or alleged commission of offences.

Monitoring form

**It would be helpful if you complete all sections of this form.**

All information given on this form is confidential and is purely for the purpose of monitoring our equal opportunities policy.

**The selection panel will not see this form and the first page of your application. It will be held separately and will not be taken into account when making the appointment**

|  |  |  |
| --- | --- | --- |
| Vacancy details | | |
| Post Applied For: |  |  |
| Where did you see this post advertised? |  |  |
| How did you request the application pack? | Post  Telephone  Download  Email |  |
| How did you submit your application? | Post  Email  In person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | |
| Nationality | \_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Prefer not to say | | | | |
| Age | 16-21  22-30  31-40  41-50  51-59  60-64  65+ Prefer not to say | | | | |
| Do you consider yourself to have a disability impairment or long term medical condition? | Yes  No  Prefer not to say | | | | |
| Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups. You might belong to any of the groups indicated.  How would you describe your ethnic origin? | **White**  British  Irish  Any other white background  Please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  Please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Asian**  Chinese  Indian  Pakistani  Bangladeshi  Any other Asian background  Please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Black**  Caribbean  African  Any other Black background  Please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Other**  Arab |
| Any other ethnic group  (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say | | | | |