**APPLICANT INFORMATION FORM**

**Your name:**

Candidate ID number (internal use only):

**Referees**

Please give the name, address and telephone number of TWO referees. One referee must be your present and/or most recent employer, and the second a previous employer or most recent place of training or education. These referees must be authorised to comment on behalf of the organisation. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. We will not contact referees unless you are being offered the job.

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|  | **Present/most recent employer** | **Second referee** |
| **Name:** |  |  |
| **Position:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Phone:** |  |  |
| **Email:** |  |  |
| **Capacity in which they know you:** |  |  |
| **Between which dates?** |  |  |

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| **If offered this post, when could you take up employment?**  |
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| **Applicants with disabilities**Kairos WWTis committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. |
| If you have a disability, is there anything we need to know in order to offer you a fair selection interview? **Yes** [ ]  **No** [ ] Is there any equipment/support you may require Kairos WWT to supply you with to enable you to do this job? **Yes** [ ]  **No**[ ] Are you registered disabled? **Yes** [ ]  **No** [ ]  |

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| 1. **Criminal Record**

**Rehabilitation of Offenders Act 1974:** Because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and all convictions, both spent and unspent, must be disclosed. A criminal record will not necessarily exclude you from employment. This will depend on the circumstances of your offence(s) and their relevance to the post. |
| Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? **Yes** [ ]  **No** [ ] If yes, please give details:Have you ever been investigated for any child protection related issue? **Yes**[ ]  **No** [ ] If yes, please give details:**The information contained in this application form will only be seen by those involved in the recruitment process. If you have answered yes to either of the above questions, we may want to discuss this following the interview.** |

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| 1. **Asylum & Immigration Act 1996**

All applicants called for final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government’s immigration policy can be found on www.homeoffice.gov.uk Immigration and Nationality page. |
| Do you need a permit to work in this country? **Yes** [ ]  **No** [ ] If you need a permit, are there any limitations/conditions on the work permit? (e.g. a visa with a limited duration)  **Yes** [ ]  **No** [ ] If yes, please give details: |

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| 1. **Declaration**
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| I declare that the information given on this form and on my submitted CV and covering letter is correct and complete to the best of my knowledge. I understand that if it is discovered that information has been fraudulently or misleadingly supplied, Kairos WWT reserves the right to terminate any contract of employment without notice at any stage.Because of the sensitive nature of the duties the post-holder will be expected to undertake, I understand that I must declare details of any criminal convictions (spent and unspent), cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post. I understand that in the event of a successful application for this post, an Enhanced Disclosure CRB check may be sought and, if so, that a final offer of employment will be dependent upon a satisfactory result.I understand that the final offer of employment is also subject to two satisfactory references.I understand that by completing and returning this form I am consenting to Kairos WWT storing and processing my personal information, including any information gained through references and DBS checks, subject to the General Data Protection Regulations.Signed:Date: |

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| 1. **Declaration of interest**
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| Do you have any family or friends who are employed by Kairos WWT, use the services of Kairos WWT or are a member of Kairos WWT’s Board of Trustees? **Yes** [ ]  **No** [ ]  If yes, please state who, and the nature of your relationship with them:  |

(Please note that any information supplied in this form may be stored for reference purposes by **Kairos WWT** for up to 24 months after the recruitment process has been completed. If you are appointed, this form and any supplementary papers you provide will form a part of your personnel file throughout your employment with **Kairos WWT** and be archived for 7 years after the end of your employment).

**Thank you for completing this form.**

**Please return this information form (saved with your name as part of the document’s name) along with your CV and covering letter to Rosie Hart at rosie@kairoswwt.org.uk**