Kairos Women Working Together

APPLICATION FOR EMPLOYMENT

This application form has been designed to offer you the opportunity of providing full information whilst enabling us to assess all candidates in a fair and objective manner. To make our application process more accessible, we will also accept a CV with cover letter or a video application.

Kairos requires the information requested in this form for recruitment purposes. We rely on being able to recruit effectively and assert this as a legitimate interest under the terms of the General Regulation on Data Protection (GDPR). We will store your data securely in locked cabinets and password-protected computers. We will only share your data internally with members of staff involved in the recruitment process.

Completed applications need to be returned to: hannah@kairoswwt.org.uk

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| **POSITION DETAILS** |
| **POSITION APPLIED FOR:** |
| If applying for the Support and Advocacy Practitioner position, please specify if you have a preference to work as part of the Aspire or Feeling Safe service and briefly tell us why.  |  |
| Where did you see this post advertised? |  |

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| **PERSONAL DETAILS** |
| **Title:** |  | **Contact Information:** |
| **First Name(s)** :  |   | **Home:** |  |
| **Surname:** |  | **Mobile:** |  |
| **Address:**  | **Email:** |  |
|  | **National Insurance No:** |
| **City:**  | **Do you speak any other languages? Yes / No** **If Yes, what?** |
| **Postcode:**  |
| **Do you require a visa to work in the UK?** | **Yes [ ]  No [ ]**  |
| **If required, do you hold a valid visa?** | **Yes [ ]  No [ ]** N/A **Expiry Date** |
| **If yes, please state the type of visa?** |  |

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| **EDUCATION and ACADEMIC QUALIFICATIONS**  |
| **Name of Qualification** | **Name of school / college / university / training provider** | **Date Completed** | **Level / Grade** |
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Presentation of original certificates will be required on appointment

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| **FURTHER EDUCATION Please give details of any courses currently being undertaken**  |
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| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND QUALIFICATIONS RELEVANT TO YOUR APPLICATION Please give membership number, status and expiry date** |
| **Name of professional or technical association** | **Date of membership** | **Status** |
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| **OTHER TRAINING Please give details of any other relevant training received, skills or courses you have undertaken** |
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| **Employment History – Most Recent Employment** |
| **Employer’s Company Name** |  |
| **Address** |  |
| **Contact Number** |  |
| **Job Title** |  |
| **Date started** |  |
| **Notice period required** |  |
| **Date you left / are leaving (if applicable)** |  |
| **Reason you wish to leave** |  |
| **Brief description of your current duties** |
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| **EMPLOYMENT HISTORY** |
| **EMPLOYER’S NAME & ADDRESS** | **JOB TITLE** | **REASON FOR LEAVING** | **DATES EMPLOYED** |
| **From --/--/--** | **To --/--/--** |
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| **PLEASE GIVE REASONS FOR ANY GAPS IN EMPLOYMENT** |
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**DEMONSTRATION OF YOUR SUITABILITY FOR THE ROLE**

This is an important part of the application and your chance to tell us why you feel you are a suitable candidate for this post. We recommend that you read the job description and person specification thoroughly before you answer this section, as we draw up a short list based on this information.

Please indicate (**up to 2000 words**) why you are applying for this job and what makes you a suitable candidate. You should highlight here particular skills and previous experience you have relevant to this role and provide clear examples of these.

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 Please continue on a separate sheet if necessary

**DECLARATION- TO THE BEST OF YOUR KNOWLEDGE:**

Do you know or are you related to any Trustee, employee or volunteer at Kairos WWT?

Any service user at Kairos WWT?

Connected with any service user at Kairos WWT in any way?

If answered yes to any, please give details:

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| **REFERENCES**Please provide full contact details of two separate referees, one of which must be your current employer, or if not currently employed, your most recent employer. Employment referees must be able to comment on your work ability in paid or unpaid work. All offers of employment are conditional and subject to references satisfactory to Kairos WWT and to pre-employment checks, including Disclosure and Barring Service certificate. |
| **Name:**  | **Name**  |
| **Job Title**  | **Job Title**  |
| **Employer Name / Address**  | **Employer Name / Address**  |
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| **Tel No** | **Tel No**  |
| **Email** | **Email**  |
| **Relationship of referee**  | **Relationship of referee**  |
| **Reference taken up before interview?** | **Reference taken up before interview?** |

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| **It is our position that due to the nature of our work, all roles at Kairos WWT require a DBS certificate; please complete the declaration and agreement below.**Do you have any unspent convictions, cautions, reprimands or warnings? Are you currently subject to criminal investigations or procedures?Yes [ ]  No [ ]  If yes, please declare details in a sealed envelope marked for the attention of the ‘**Hannah Coban -Private and Confidential’**.The information disclosed will be treated as confidential and will only be seen by appropriate individuals involved in the recruitment process. Having a criminal record will not necessarily exclude you from working for us. Consideration will be given to extenuating circumstances, the nature and relevance of the offence and any potential risks involved. If there are significant discrepancies between the information declared and the information on the Disclosure received, it will be necessary for us to consider whether or not to withdraw a conditional offer of employment. We will discuss any matter revealed with the candidate prior to making a final decision. |
| **Agreement to Complete a Disclosure and Barring Service Check****Position applied for:** ………………………………………I understand that the position for which I have applied (as stated above) is subject to a Disclosure and Barring Service (DBS) certificate. I hereby give my consent for Kairos WWT to carry out a DBS check if I am to be made a conditional offer for this position. As it is a requirement to have a satisfactory enhanced DBS certificate for roles that include regulated activity failure to give consent would result in the withdrawal of any conditional offer. An enhanced certificate details convictions, cautions, reprimands and warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition, it includes a check of the barred persons lists and any locally held police force non conviction information considered relevant to the job role by the relevant Chief Police Officer(s). **Signed** ……………………………………. **Date**…………………………………**Print name**………………………………………………………………………….. |

**OTHER QUESTIONS**

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| Do you consider yourself you have a disability? Yes [ ]  No [ ]  The Equality Act (2010) defines disability as a “physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day to day activities.” |
| Do you have a current driving licence? Yes [ ]  No [ ]   |
| Do you have the use of a car during working hours? Yes [ ]  No [ ]   |
| Are you involved with any other organisations in a paid or voluntary capacity? Yes [ ]  No [ ]  If yes, please give details: |

**NOTE**

If any particulars given by you are found to be false, or if you wilfully omit or suppress any information or facts directly relevant to the position this will lead to the withdrawal of the offer of employment or the subsequent termination of employment.

If successful, Kairos WWT will check that the information provided is correct, including information relating to employment, qualifications and skills. Information may be passed to third parties where permitted as required by law. In signing, or electronically submitting this application you consent to the processing of your data, both manual and electronic including sensitive data, in accordance with the GDPR legislation 2018.

**DECLARATION**

In accordance with the GDPR legislation 2018, I give consent for the information contained in this form to be processed in line with Kairos WWT recruitment and employment practices. I understand that, if I am appointed, this application form will become part of my personnel file and that, if I am not appointed, it will be stored for 12 months and then destroyed.

I declare that the statements made by me in this application, including the supplementary questions and any other details that I have submitted as part of the recruitment process, are true to the best of my knowledge and belief. I give permission for you to seek confirmation of the details supplied in my application. I understand that Kairos WWT reserves the right to withdraw any offer of employment or to terminate employment already commenced if the information given is inaccurate or misleading in any way. Any job offer is conditional upon references and pre-employment checks considered satisfactory by Kairos WWT.

**Signed: Date:**

Please note that this form can be submitted electronically (without signature) but if you are short-listed and attend interview you will be required to bring a signed copy of the application form with you on the day.

**Please send completed applications to** **hannah@kairoswwt.org.uk**