

Kew Community Trust (KCT)

The Avenue, Kew TW9 2AJ Tel: 020 948 8807

Email: cindy@kewcommunitytrust.org.uk

APPLICATION FOR EMPLOYMENT

Post applied for:	Centre Director												
SECTION1 PERSONAL DETAILS AND EQUAL OPPORTUNITIES MONITORING. This section will not be made available to the recruitment panel when short-listing													
Personal details:													
Surname:	Forename(s):												
Address:	Post code:												
	Date of birth:												
Contact telephone numbers: Day time: Mobile:	E-mail address:												
If we need to what is the best way to contact you:													
UK Right to Work: Any successful applicant, or short-listed applicants, will be required to produce <u>original, acceptable documents</u> proving that you have a right to work in the UK, including immigration status rights to work detailing how many hours per week, type of work, and length of time those rights give you to work in the UK. Please bring your passport and/other official documentation to the interview.													
Are you eligible to work in the UK? Yes/No (circle)	Do you hold a right to work permit? Yes/No (circle)												
I am registered disabled and my state registration number is:	I have a disability but I am not registered disabled												
I was/was not born in the United Kingdom (please delete as appropriate)													
I would describe my ethnic origin as (indicate by placing an 'X' in the appropriate box) <table border="0"><tr><td>☐ White UK</td><td>☐ White other</td><td>☐ Indian</td><td>☐ Vietnamese</td></tr><tr><td>☐ Chinese (HK)</td><td>☐ Chinese other</td><td>☐ African</td><td>☐ Caribbean</td></tr><tr><td>☐ Bangladeshi</td><td>☐ East African Asian</td><td>☐ Pakistani</td><td>☐ Other</td></tr></table>		☐ White UK	☐ White other	☐ Indian	☐ Vietnamese	☐ Chinese (HK)	☐ Chinese other	☐ African	☐ Caribbean	☐ Bangladeshi	☐ East African Asian	☐ Pakistani	☐ Other
☐ White UK	☐ White other	☐ Indian	☐ Vietnamese										
☐ Chinese (HK)	☐ Chinese other	☐ African	☐ Caribbean										
☐ Bangladeshi	☐ East African Asian	☐ Pakistani	☐ Other										

DECLARATION Please read and complete the declaration after completing this form and make sure you sign the form below

1. I confirm that to the best of my knowledge, the information that I have given on this form is accurate and that I have not omitted any facts that may have a bearing on my application for employment. The post which I have applied for may be subject to DBS checking soon, with regard to my suitability for the job, and I have no objection to this.
2. Please state whether (to your knowledge) you are related to any employee or Member of the Board of Trustees of Kew Community Trust YES/NO

If YES, please give details.....

How did you learn about this vacancy? Social Media, KCT Website Other:

Date:

Signed:

SECTION 2 EDUCATION AND QUALIFICATIONS (since age 11)

Note: Qualifications should be verifiable if an offer of appointment is made.

School, University	Date from	Date to	Examinations & subjects passed

SECTION 3 EMPLOYMENT & VOLUNTEERING HISTORY

Present or most recent post	
Job title	
Grade	
Employer	
Dates of employment	From to
Reason for leaving (if applicable)	
Salary:	

Previous employers or details of volunteering activity (the most recent first)			
Name & address of employer	Post held	Date from	Date to

Do you hold a current driving licence? YES/NO	Do you hold a current First Aid Certificate? YES/NO
---	---

SECTION 4 SUPPORTING STATEMENT (Additional sheets may be attached if necessary) Please give details of experience and other relevant information, making sure you use this to show how you meet the requirements of the person specification

(Supporting Statement continued)

SECTION 5 REFERENCES

Candidates are required to give names and addresses and email addresses of two referees, one of whom should, preferably, be from your present or last employer. Referees should not be related to you in any way.

1.

☐

.....

.....

2.

☐

.....

.....

NOTE: References for shortlisted candidates may be taken up prior to interview. Please place an **X** in the appropriate box if you do not wish referees to be contacted prior to interview.

SECTION 6 DECLARATION

Please read and complete the declaration and make sure you sign the form below

3. I confirm that to the best of my knowledge, the information that I have given on this form is accurate and that I have not omitted any facts that may have a bearing on my application for employment. The post which I have applied for may be subject to DBS checking soon, with regard to my suitability for the job, and I have no objection to this.

4. Please state whether (to your knowledge) you are related to any employee or Member of the Board of Trustees of KCT
YES/NO

If YES, please give details.....

How did you learn about this vacancy? Local Poster, KCT Website Other:

Date:

Signed:

FOR OFFICE USE ONLY

	Yes	No	Code
Short-listed			
Interviewed			
Appointed			