**APPLICATION FORM**

**Data Protection Statement**

The information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Jack Kane Community Centre will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available by email [data.protection@jackkanecommunity.org](mailto:data.protection@jackkanecommunity.org).

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| **Application for the Post of:** |  |

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| **PERSONAL DETAILS** | | | | | |
| **Name:** | | | | | |
| **Address** | | **Home** | | | |
|  | | **Telephone:** |  | **Mobile:** |  |
| **Email:** |  | | |
| **Day time Tel No:** | | | |
| **Telephone**: |  | **Mobile:** |  |
| **Post Code:** |  | **Email**: |  | | |

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| **EDUCATION AND QUALIFICATIONS**  *Please include school, college or university attended. (Boxes below will expand as you type)* | | |
| **Institution** | **Subject and Qualification** | **Dates** |
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| **TRAINING**  *Please list all relevant training received. (Boxes below will expand as you type)* | | |
| **Institution** | **Course and Qualification (if relevant)** | **Dates** |
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| **Activities and Interests**  Please use this section to describe your interests and hobbies, including voluntary work and other commitments **(if applicable)** *(Boxes below will expand as you type)* |
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| **PROFESSIONAL MEMBERSHIP**  Please give details (if applicable) |
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| **EMPLOYMENT HISTORY**  Please give details of your employment (paid or unpaid) starting with your  present/most recent employer | | | | |
| **Employer:** |  | | **Job Title:** |  |
| **From** (month, year) |  | | **Current Salary and notice period required:** |  |
| **To** (month, year) |  | |
| **Summary of duties:**  *(Boxes below will expand as you type)* | |  | | |
| **Reason for Leaving:**  *(Boxes below will expand as you type)* | |  | | |

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| **PREVIOUS EMPLOYMENT**  *Please include any gaps in employment (Boxes below will expand as you type)* | | |
| **Dates** | **Job Title**  **(with brief explanation of duties)** | **Employer** |
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| **EXPERIENCE AND SKILLS**  Please use the space below to detail why you have chosen to apply for this position and why your experience, skills and personality make you the ideal candidate for the post. You may want to refer to the job description and specification to help you complete this section. *(Box below will expand as you type)* |
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| **REFERENCES**  Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to refer to your present (or most recent) employment. If you have been unemployed, two-character references will be acceptable. | | |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Employer:** |  |  |
| **Address:** |  |  |
| **Post Code:** |  |  |
| **Telephone:** |  |  |
| **Email:** |  |  |
| **Relationship to referee:** |  |  |
| **May we contact this referee before interview?** |  |  |

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| **Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Yes |  |  | No |  |  |   **If no, do you already have temporary permission to work in the UK?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Yes |  |  | No |  |  |   **If yes, please specify your visa type and visa end date:** |

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| **DECLARATION**  I confirm to the best of my knowledge that the above information given in my application is correct and true. I understand that any offer of employment is subject to Jack Kane Community Centre being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, satisfactory membership of PVG scheme, and a probationary period (in line with the operation of the Equality Act 2010). | | | |
| **Signed:** |  | **Date:** |  |

Please return this completed form to [cameron.mckail@jackkanecommunity.org](mailto:cameron.mckail@jackkanecommunity.org)

Please place the job reference in the subject line.