Application for employment

**Job Role:** Finance and Office Administrator

**Section 1: Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| Mobile |  |

**Section 2: Personal Statement**

Please explain in no more than 500 words how you believe you are suitable for the job with reference to the job description.

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**Section 3: Present/Most Recent Employment**

|  |  |
| --- | --- |
| Employer’s name |  |
| Address |  |
| Dates employed (from/to) |  |
| Job title |  |
| Notice period required |  |
| Reason for leaving |  |

**Section 4: Work history**

We are interested in the complete story of your experience, please include any periods without paid employment as it may add context to your application.

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| --- | --- | --- | --- |
| Dates (from/to) | Employer | Position held | Reason for leaving |
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**Section 5: Education & training**

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| --- | --- | --- |
| Dates (from/to) | Institution | Qualification |
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**Section 6: Membership of Professional Bodies** *(only if applicable)*

|  |  |  |  |
| --- | --- | --- | --- |
| Professional body | Registration No. | Membership Status | Renewal date |
|  |  |  |  |
|  |  |  |  |

**Section 7: References**

Please give the name, address and telephone contact of two referees. One should be your manager at your current or most recent employment.

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| --- | --- |
| **1st Referee**  Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Email |  |
| Contact telephone |  |
| Relationship to you |  |
| **2nd Referee**  Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Email |  |
| Contact telephone |  |
| Relationship to you |  |

**KCF takes its reputation seriously. Are there any reputational issues such as unspent criminal convictions or negative media attention we should be aware of as a potential employer?**

Yes  No

If yes, please give details:

**Do you need a work permit to work in the UK?** Yes  No

If yes, please give details:

**If there is any information you wish to add to your application please use the box below** *(optional)*

|  |
| --- |
|  |

**Declaration**

**I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information, I may be disqualified or dismissed after appointment.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(digital/typed signature accepted)*

*For information on how we treat your personal data, please see our* [*privacy policy*](https://kentcf.org.uk/uploads/components/file/PrivacyNotice-60dc5aa486b26.pdf)*.*