Application for employment

**Job Role:** Individuals’ Grants Officer

**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.

|  |
| --- |
|  |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (from/to) | Employer | Position held | Reason for leaving  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

**Section 5: Education & training**

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| **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)*.*