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**APPLICATION FOR EMPLOYMENT**

Please complete the form clearly in black ink or type. Please **do not** enclose a CV.

You may return this form by:

* Email to jane.wenban@kenwardtrust.org.uk
* Post: Jane Wenban Kenward Trust Head Office, Kenward Road, Yalding, Kent ME18 6AH

If you have any queries, please telephone 01622 814187.

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| **POSITION APPLIED FOR:** |   |

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| **Personal Information** |

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| **Forename(s):**  |  |

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| **Surname:**  |  |

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| **Previous Name(s):**  |  |

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| **Address:****Postcode:** |  |

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| **Telephone:**  |  | **Work:** | **Mobile**: |

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| **Email Address:**  |  |

*Please tick as appropriate*

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| **May we contact you at work?** | **Yes** |  | **No** |  |

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| **Do you hold a full current driving licence?** | **Yes** |  | **No** | *Please tick as appropriate* |

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| **Are you eligible to work in the UK?** | **Yes** |  | **No** | *Please tick as appropriate* |

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| **How did you hear about this vacancy?**  |  |

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| **Education and Training** |

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| **Professional/Vocational Training****Most recent first. Include short courses, day release schemes and in-service training****Short listed candidates may be asked to produce copies of certificates and awards**  |
| Place & Method of Study | Length of Course Full/Part-time | Subjects Studied | Qualifications and Grade | Year and Awarding Body |
|  |  |  |  |  |

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| **Further Education****Please list in chronological order. Short listed candidates may be asked to produce copies of certificates & awards**  |
| College or University | Length of Course Full/Part-time | Subjects Studied | Qualifications and Grade | Year and Awarding Body |
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| **General Education****Please list in chronological order. Short listed candidates may be asked to produce copies of certificates & awards** |
| Secondary School | Dates  | Subjects Studied | Qualifications and Grade | Year and Awarding Body |
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| **Previous Employment Details** |

*Please start with the most recent employer and then list your previous employment in REVERSE order. Please use an additional sheet if required.*

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| **From** | **To** | **Employer’s Name, address and nature of business** | **Position held and summary of duties** | **Final Salary** | **Reason for Leaving** |
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| **Equal Opportunities** |

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| **Applications from ex-offenders will be considered on their merit. Due to the nature of the work that we undertake at Kenward Trust with vulnerable adults it is requested that you disclose all spent and unspent convictions, by virtue of the Rehabilitation of Offenders Act (1974).****Applicants will need to satisfy an enhanced reference from the Disclosure Barring Service** |
|  |
| **If this applies to you, would you be prepared to provide such a reference?** *Please tick as appropriate*  | **Yes** |  | **No** |  |
| **Have you ever been convicted of a criminal conviction?***Please tick as appropriate*  | **Yes** |  | **No** |  |
| **If yes, please give details of your conviction and sentence passed:** |
| **We have a policy that candidates who have a background of alcohol or drug misuse are in a sustained recovery period of at least 2 years at the time of application.****All information will be treated in the strictest of confidence.** |

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| **References** |

An offer of employment is subject to receipt of two satisfactory references, of which one should be your most recent employer.

Please give the name, address and occupation of two referees (not relatives) below including **email address:**

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| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Name:** |  |
| **Address:** |  |  | **Address:** |  |
| **Telephone:** |  |  | **Telephone:** |  |
| **Occupation:** |  |  | **Occupation:** |  |
| **Email** |  |  | **Email** |  |

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| **Personal Statement** |

Please give details of why you are interested in this post and what you could contribute to it. Kenward Trust recognises that formal education and employment are not the sum total of a person’s achievements and experience. Please give any other information about yourself that you feel may be relevant to the post for which you are applying. Please use an additional sheet if required.

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| **Declaration** |

To the best of my knowledge the above statements are true. I understand that if I have withheld or mis-stated any information it may result in the refusal or termination of employment. I also understand that any written offer of employment is subject to satisfactory references and medical reports and enhanced DBS check.

SIGNED: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Charity No. 1146481

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**PERSONAL INFORMATION**

*All information will be treated as* ***strictly private and confidential***

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| **Do you have any specific requirements for you to be able to attend an interview?** **If so please details here.** |   |

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| **Equality and Diversity** |

Kenward Trust is committed to an Equal Opportunities Policy and will therefore work to ensure that Equal Opportunities are the basis for all contact and work with employees. KENWARD TRUST believes that employees should reflect the cultural and ethnic composition of the community and the projects it serves. KENWARD TRUST will actively seek out, encourage and assist candidates from all cultural and ethnic groupings to take part in its activities.

 Please refer to the Equal Opportunities Monitoring Form on Pages 9 & 10 to complete (optional)

**A full copy of our ‘Equal Opportunity Policy Statement’ is available at your request.**

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| **Data Protection** |

I understand that the organisation will maintain a record of this information in accordance with the General Protection Data Regulation 2018. I have reviewed the Data Protection privacy notice (recruitment) below and I hereby give my consent that the information can be retained according to the Data Protection privacy notice for the purpose of this application.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign here it you do NOT wish for your information to be retained for the recommended record retention period of 6 months.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this application form and Equal Opportunities Monitoring Form (optional) to Human Resources at KENWARD TRUST.

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| **Many thanks** |

# kenward-finalLogo copy

# KENWARD TRUST

# Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

# Who collects the information

Kenward Trust is a ‘data controller’ and gathers and uses certain information about you.

# Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Employment Policy.

# About the information we collect and hold

## **What information**

We may collect the following information up to and including the shortlisting stage of the recruitment process:

* Your name and contact details (ie address, home and mobile phone numbers, email address);
* Details of your qualifications, experience, employment history including job titles, salary and working hours and interests.
* Information regarding your criminal record.
* Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

* Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers☐.
* Information regarding your academic and professional qualifications ☐.
* Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) ☐.
* Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information☐.
* A copy of your driving licence☐.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked ‘☐’ above to us to enable us to verify your right to work and suitability for the position.

## **How we collect the information**

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS), the Home Office.

## **Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes.

* to take steps to enter into a contract;
* for compliance with a legal obligation (eg our obligation to check that you are eligible to work in the United Kingdom);
* for the performance of a task carried out in the public interest; and
* for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

## Sensitive personal information and criminal records information.

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Data Protection Employment Policy, available on the G Drive/ Staff Information/ Policies and Procedures/ Employee Policies and Procedures.

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**KENWARD TRUST**

**EQUAL OPPORTUNITIES MONITORING FORM**

This form will not be seen by the Interviewer/Panel prior to interview and is not used in any decision-making.

You do not have to complete this form but doing so enables us to monitor the effectiveness of our Equal Opportunities Policy. We recognise the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please state which job you have applied for .........................................................................................

1. How would you describe yourself? (Please tick one box)

A [ ]  Asian or Asian British

 [ ]  Bangladeshi

 [ ]  Indian

 [ ]  Pakistani

 [ ]  Any other Asian background, please state .......................

B [ ]  Black or Black British

 [ ]  African

 [ ]  Caribbean

 [ ]  Any other Black background, please state .......................

C [ ]  Chinese or other ethnic group

 [ ]  Chinese

 [ ]  Any other, please state .......................

D [ ]  Mixed Heritage

 [ ]  White and Asian

 [ ]  White and Black African

 [ ]  White and Black Caribbean

 [ ]  Any other Mixed background, please state ......................

E [ ]  White

 [ ]  British

 [ ]  English

 [ ]  Irish

 [ ]  Scottish

 [ ]  Welsh

 [ ]  Any other White background, please write in box ......................

F [ ]  Prefer not to say

## 2. What is your gender?

Male  Female  Prefer not to say 

3. Is your present gender the same as at your birth?

Yes  No  Prefer not to say 

## 4. What is your age group?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 18-21 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 21-29 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 30-39 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| 40-49 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 50-59 | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | 60 or over | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Prefer not to say | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |

## What is your sexual orientation?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual/straight | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Bisexual | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Lesbian/gay woman | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| Homosexual/gay man | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Other | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Prefer not to say | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |

1. What is your religious or belief system?

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| --- | --- | --- | --- | --- | --- |
| Buddhist | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Christian | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Hindu | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| Jewish | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Muslim | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Sikh | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| No Religion | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Other | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif | Prefer not to say | http://employment.practicallaw.com/../../../../../e3_work/images/tick_box.tif |

## Do you consider yourself to have a disability or long-term health condition?

Yes  No  Prefer not to say 