

Please refer to the **Guidance Notes for Applicants** before completing this application form.

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds.

Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification.

*Please note that CVs are **not** accepted.*

Position applied for : Administrative Assistant

Name

Address

Mobile

Email

We will usually contact you by email, however, should you prefer that we use a different method please let us know here

To take up this post you must have the right to work in the UK. Please note that we do not hold a sponsorship licence and, therefore, cannot issue certificates of sponsorship under the points-based system

Having a criminal record will not necessarily bar you from working for us. A decision will depend on the type of job for which you have applied and the background and circumstances of your offence. We will supply, on request, a copy of our Recruitment of ex-Offenders Policy.

For some posts an offer of employment will be **subject to a DBS check**. If this applies to the post for which you are applying this will be made clear in the application pack. We will supply, on request, a copy of our DBS Policy.

Have you had any convictions not regarded as spent under the Rehabilitation of Offenders Act 1974

If "yes" please provide details of the offence and the date of conviction.

Please provide the names, addresses and telephone numbers/email addresses of two people who can be approached for references. One of these should be your present or most recent employer and the other could be someone who knows you in a work related, voluntary or academic capacity.

Both referees should be able to comment on your suitability for this post.

References will only be taken up for successful candidates following interview.

Referee 1

How does this referee know you ?

Referee 2

How does this referee know you ?

Please provide details of your current/most recent employment, voluntary work, community activities, school placements, time caring for dependents, etc. Please place in chronological order starting with the most recent – please continue on additional pages, if required.

Employer's name and type of business	State position held, nature of work and your role/responsibilities :
	Dates :
	Reason for leaving :

Employer's name and type of business	State position held, nature of work and your role/responsibilities :
	Dates :
	Reason for leaving :

Employer's name and type of business	State position held, nature of work and your role/responsibilities :
	Dates :
	Reason for leaving :

Employer's name and type of business	State position held, nature of work and your role/responsibilities :
	Dates :
	Reason for leaving :

Please provide details of educational qualifications you have obtained from school, college, university, etc.

Please provide details of any professional qualifications, including membership of any professional bodies, and any job-related training that you have undertaken which are relevant to this application.

Please show us how you meet the requirements of this post and what skills, experience and knowledge you have that are relevant to the post – use more space, if required, but your answer to this question should be no longer than two sides of A4 paper

If you cannot make the interview dates please indicate this here.

Data Protection Statement : *I consent to this information being processed and stored for the purpose of recruitment and selection and, if appointed, for the purposes of employment.*

I confirm that, to the best of my knowledge, the information I have provided on this form is true and correct, I understand that, if appointed on the basis of false information obtained in this form I may be dismissed.

Name (you may be asked to sign a paper copy of this form if appointed)

Date

Return form to recruitment@kcalc.org.uk – please also remember the diversity monitoring form