



Kingston Voluntary Action

EMPLOYMENT APPLICATION FORM

Post Applied for: _____

Where did you see the post advertised? _____

Personal Details – please complete all sections in black ink

Surname:

First names:

Address:

Tel. No: home mobile :

Education

Please list all educational establishments attended from secondary school onwards and details of qualifications obtained.

Establishment	From – To	Qualifications obtained
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Employment History - begin with current or most recent employer and work backwards through your career. Attach additional sheet if needed.

1. Employer

Dates

Post and Salary

Main Responsibilities

Reason for leaving

2. Employer

Dates

Post and Salary

Main Responsibilities

Reason for leaving

3. Employer

Dates

Post and Salary

Main Responsibilities

Reason for leaving

Give particulars of short courses and/or in service training attended within the last 3 years

Title and Brief Description of Course

Dates from/to

References - please list two persons whom we may contact for references, which will not be taken up unless an offer of employment is made. One should be your present or most recent employer

Name _____

Name _____

Title _____

Title _____

Address _____

Address _____

Telephone _____

Telephone _____

Supporting Statement - in the space below give a concise statement in support of the application (continue on a separate sheet if necessary). This should include details of relevant past experience and your reasons for applying for this post based on the person specification

SPECIAL REQUIREMENTS

Do you require a special permit to work in the UK? YES _____ NO _____

If you are selected for interview, are there any special arrangements you would like us to make?

MEDICAL HISTORY

Do you suffer from any medical condition that could restrict your ability to fulfil the duties of the post applied for?

If so please give details below:

Have you previously suffered from any medical condition that may recur as a result of carrying out the duties of the post applied for?

If so please give details below:

EQUAL OPPORTUNITIES MONITORING

Please complete the Equal Opportunities Monitoring Form enclosed with your application. This will be detached from your application before shortlisting begins and the information given is used solely for monitoring purposes. Thank you.

CONVICTIONS

Do you have any criminal convictions? YES/NO

If yes are they Spent YES/NO

If yes please give details on a separate sheet

SIGNATURE

I confirm that the information contained in this application is true and accurate and I understand that any employment offered to me may be terminated in the event that material information, not disclosed in my application, is discovered at a later date.

Signature

Date

If appointed, how soon would you be able to take up the post? _____

This form should be returned to:

Community Furniture, Adams House, Dickering Lane, New Malden, Surrey KT3 3SF

Telephone: 020-8942 5500

web www.kva.org.uk