### APPLICATION FORM

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| Personal Details |
| **POSITION APPLIED FOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SURNAME |  OTHER NAMES | PREFERRED TITLE  |
| ADDRESS | CONTACT NUMBERSHOME:MOBILE: | EMAIL: |
| DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UK? YES / NOIf your application is successful you will be required to provide original documentary evidence of your entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. |
| PLEASE SUPPLY AT LEAST TWO PROFESSIONAL (OR EDUCATIONAL) REFEREES**One referee MUST be your current or most recent employer,****If you have worked in care/education, with children or vulnerable adults, referees MUST be provided for each job.**References will normally be taken up before interview. Please indicate if you do not want a reference to be taken up at this stage and why. Please indicate if your referees know you by another name or if they are family members. |
| FIRST REFEREE NAME (should be current or most recent employer):ORGANISATION NAME & JOB TITLE:ADDRESS:TEL: EMAIL: PROFESSIONAL RELATIONSHIP TO YOU: CAN WE CONTACT THEM NOW? YES / NO |
| SECOND REFEREE NAME: ORGANISATION NAME & JOB TITLE: ADDRESS: TEL: EMAIL: PROFESSIONAL RELATIONSHIP TO YOU:CAN WE CONTACT THEM NOW? YES / NO |
| THIRD REFEREE NAME: ORGANISATION NAME & JOB TITLE: ADDRESS: TEL: EMAIL: PROFESSIONAL RELATIONSHIP TO YOU:CAN WE CONTACT THEM NOW? YES / NO |
| Kisharon will carry out a basic, standard or enhanced employment vetting check via the Government Disclosure & Barring Service as relevant for the role. Kisharon will employ ex-offenders in accordance with our Recruitment of Ex-Offenders Policy in accordance with the Rehabilitation of Offenders Act 1974. Our Recruitment of Ex-Offenders Policy is available on request from the HR Dept. |
| DO YOU HAVE ANY CRIMINAL CONVICTIONS, CAUTIONS, REPRIMANDS OR WARNINGS which in order to carry out this role are required to be declared under the Rehabilitation of Offenders Act 1974? YES / NO If you are applying for a role at Kisharon that requires an enhanced DBS check then you are required to tell us about all previous convictions and cautions. If you are applying for a role that does not require an enhanced DBS check you are only required to tell us about any convictions and cautions that are unspent. For further details please check here: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> If YES please provide full details under separate confidential cover to the Head of HR, stating the position applied for and including date, place and nature of the offence and the outcome - Declaration subject to the Rehabilitation of Offenders Act 1974. Our Recruitment of Ex-Offenders Policy is available on request from the HR Dept. |
| Kisharon is committed to safeguarding the welfare of children and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS criminal check will be required for most roles – please check the Job Description for the role. |

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| **Current Employment** \* OR MOST RECENT |
| NAME AND ADDRESS | POST TITLE | DATE APPOINTED(month and year) | SALARY / GRADE |
|  |  | DATE OF LEAVING[or amount of notice required] |  |
| BRIEF OUTLINE OF OBJECTIVES, RESPONSIBILITIES AND DUTIES OF POST |
| PLEASE SHOW RELEVANT SECTION OF ORGANISATION CHART SHOWING YOUR PRESENT/LAST POSITION - who you report/ed to and if/how many people report/ed to you: |
| WHY ARE YOU SEEKING TO CHANGE YOUR PRESENT POST? Or WHY DID YOU LEAVE YOUR PREVIOUS POST? |

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| **Previous Employment** |
| * **Please start with your CURRENT or MOST RECENT employment and work backwards.**
* **If you have been employed by an agency please provide details of the agency as well as the place you worked.**

**Please note – Kisharon is required to check:*** **your continuous employment history (this may include voluntary work and work experience), as well as any periods outside of employment. Therefore, please include a FULL chronological list, including what you were doing / where you were for any months/years not accounted for since you left full time education until the present, (e.g. raising a family, study).**
* **the reason why each employment ended.**
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| **NAME AND FULL ADDRESS incl. organisation tel & email address where possible** **Please show most recent first** | **POST TITLE AND BRIEF DESCRIPTION OF DUTIES** | **DATES****FROM - month & year****TO - month & year** | **SALARY / GRADE**for current and past two roles only | **REASON WHY EMPLOYMENT ENDED** |
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| **Volunteering Experience** |
| **NAME AND FULL ADDRESS incl. organisation tel & email address where possible****[Please show most recent placement first]** | **POST TITLE AND BRIEF DESCRIPTION OF DUTIES** | **DATES****FROM - month & year****TO - month & year** | **FREQUENCY & LENGTH OF SESSIONS** (e.g. once a week for 2 hours, twice a month for one hour, etc.) | **REASON WHY VOLUNTEERING ENDED** |
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| **Education**  |
| **PLEASE GIVE DETAILS OF SCHOOLS, COLLEGES, ETC. ATTENDED, INCLUDING PROFESSIONAL AND TECHNICAL TRAINING****Evidence of relevant qualifications will be required. If invited to interview, please bring original qualification certificates.** |
| FULL TIME EDUCATIONPlease show school(s) attended from age 15 | DATESFROM TO  | EXAMINATION PASSEDPlease show passing date and grade |
| FURTHER / HIGHER EDUCATIONPlease show college, university, seminary, yeshiva, correspondence courses, etc. | DATESFROM (month & year) TO (month & year)   | EXAMINATION PASSEDPlease show subject, passing date & grade |
| SHORT COURSES ATTENDED / OTHER TRAINING UNDERTAKEN – include Care Certificate & NVQ qualifications where relevant |
| STUDIES / TRAINING IN PROGRESS |
| MEMBERSHIP OF PROFESSIONAL BODIES OR INSTITUTIONS |
| NOTE: EVIDENCE OF RELEVANT QUALIFICATIONS WILL BE REQUIRED ON APPOINTMENT |
| **Supplementary Information** |
| **SATISFACTORY WRITTEN EXPLANATION OF ANY GAPS IN EMPLOYMENT:** PLEASE EXPLAIN WHAT YOU WERE DOING / WHERE YOU WERE FOR ANY PERIODS OF MONTHS/YEARS NOT ACCOUNTED FOR ABOVE SINCE YOU LEFT FULL TIME EDUCATION UNTIL THE PRESENT |
| **SUPPORTING STATEMENT**: PLEASE DETAIL YOUR RELEVANT EXPERIENCE TO DATE AND ANY OTHER FACTORS YOU CONSIDER SUPPORT YOUR APPLICATION FOR THIS POST [further space may be used as desired] |
| PLEASE ADVISE IF YOU WOULD LIKE US TO ARRANGE ANY REASONABLE ADJUSTMENTS FOR DISABILITIES OR ILLNESSES THAT WOULD ASSIST YOU WITH THE RECRUITMENT PROCESS, INCLUDING COMING FOR INTERVIEW IF THIS WILL BE REQUIRED.  |
| INTERESTS / HOBBIES OUTSIDE WORK  |
| DATES INCONVENIENT FOR INTERVIEW |
| DRIVING – please check the Job Description and complete the following if driving is a requirement of the advertised post:Do you have a current full driving licence? Yes / No / N/AHave you ever been disqualified from driving? Yes / No / N/A - if yes please provide detailsNB: If you are the successful candidate, the information you provide will be validated during our pre-employment vetting checks. |
| PLEASE NOTE WHERE YOU SAW THIS POST ADVERTISED Kisharon website / Kisharon employee / Facebook / Twitter / Times Educational Supplement / EverywhereK / Resource / Work Avenue / JC / London Jewish News / Local free paper / Hamodia / friend / other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.I consent to Kisharon processing my information for recruitment purposes and for Kisharon to contact any of my prior places of work (paid or unpaid e.g. volunteering) and/or education to validate the information I have provided in connection with my application and to seek references in line with Kisharon’s Safer Recruitment and Safeguarding policies. NB: You can stipulate on p.1 if you do not want your current employer to be contacted at this stage of the recruitment process.NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By signing this form, you consent to your personal data being used for the purposes described. If an electronic signature is provided, and you are invited to interview, you’ll be asked to sign a manuscript copy of this form prior to the commencement of the interview.  |
| **Privacy Notice:**With regard to your application, accompanying recruitment documents and references: For successful applicants - we will keep a copy of these documents for the duration of your employment, and thereafter limited information will be retained in line with our safeguarding and legal obligations. For unsuccessful candidates – all information linked to the recruiting process will be securely disposed of before the end of a 12-month period after the recruitment decision is made. Further information about how we process your personal data is contained in our Privacy Notice: <https://www.kisharon.org.uk/privacy-policy/>  |

**PLEASE SEND YOUR COMPLETED APPLICATION FORM TO:** **recruitment@kisharon.org.uk**

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| For office use onlySHORTLISTED FOR INTERVIEW YES NO POSITION OFFERED YES NO  |