**Recruitment Form**

**Please complete this accurately, giving us as many details as possible of your skills and experiences relating to the job you are applying for. Short listing will be based on the information gathered from this form, read in conjunction with the person specification.  
Please ensure the finished form is emailed to** [enquiries@kentlife.org.uk](mailto:enquiries@kentlife.org.uk) **by the closing date specified.**

**Guidelines: Applicants will be treated in the same way whether they are external or internal candidates.**

|  |
| --- |
| **INTERNAL APPLICATION** |

|  |  |
| --- | --- |
| Name: |  |
| Current Job Title: |  |
| Attraction: |  |

|  |
| --- |
| **EXTERNAL APPLICATION** |

|  |  |
| --- | --- |
| **Position Applying For:** | |
| **Where did you see this post advertised:** | |
| Name: |  |
| Home Address  & Postal Code: |  |
| Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Email Address: |  |
| Driving Licence: | Yes / No |
| Are there any restrictions regarding your employment?  Do you require a Work Permit? | Yes / No  If Yes – please give an explanation |
| Are you legally eligible for employment in the UK? | Yes / No |
| Have you been employed by this company before? | Yes / No If ‘Yes’ please provide attraction name, dates and job title |
| Date available to begin employment: |  |
| **Employment Record** | |
| Please start with your most recent employment. Briefly describe the main duties and responsibilities of your role. If you wish to expand on specific areas of responsibility, do so in Section 5 – Experience & Skills | |
| **Current / Most Recent Employer / Organisation** | |
| Name: | |
| Address: | |
| Job Title: | |
| Employed From: Concluded: | |
| Brief Description of Duties: | |
| Reason for Leaving/Changing: | |
| **Previous Employer** | |
| Name: | |
| Address: | |
| Job Title: | |
| Employed From: Concluded: | |
| Brief Description of Duties: | |
| Reason for Leaving/Changing: | |
| **Previous Employer** | |
| Name: | |
| Address: | |
| Job Title: | |
| Employed From: Concluded: | |
| Brief Description of Duties: | |
| Reason for Leaving/Changing: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | | | |
| Please tell us about your education and any qualifications which you feel are relevant to the position. Include relevant courses you are currently undertaking, start with the most recent. | | | |
| **School/College/University/ Training body** | **Subject Studied** | **Qualification/Level** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Training** | |
| Please list any training you have received or courses which you have completed without gaining a qualification though relevant to the position you’re applying for. | |
| **Training Course** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Experience / Skills / Personal Statement** | |
| This section is for you to give specific information in support of your application.  After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the position. Your experience need not have been gained in paid employment and may include special interests, memberships, voluntary work or public service / duties you consider relevant to the position. It is important that you provide evidence of your achievements by giving examples to support your application. If required, please continue on a separate sheet, showing your name and job applied for. | |
| **References** | |
| Please provide two referees; one must be your present or most recent employer. References will only be contacted should you be successful. | |
| **Name:** | **Name:** |
| **Company:** | **Company:** |
| **Position:** | **Position:** |
| **Address:** | **Address:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

|  |
| --- |
| **Criminal Convictions** |
| Do you have any criminal convictions? Yes / No (Delete as appropriate)  If yes, please give details on a separate sheet; this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974. |

|  |
| --- |
| **Declaration and Signature** |
| The information supplied in this application form is accurate to the best of my knowledge.  Signed………………………………………………………….. Date………………………………………….. |

By signing and returning this application form you consent to Kent Life using and keeping information about you provided by you – or third parties such as referees – relating to your application for future employment.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.  
  
Thank you for completing your application. Please return your completed form and return – together with your completed Equal Opportunities Questionnaire – to [enquiries@kentlife.org.uk.](mailto:enquiries@kentlife.org.uk.)   
  
Or post to:

Kent Life

Lock Lane

Maidstone

Kent

ME14 3AU

|  |
| --- |
| **Equal Opportunities Monitoring Form - CONFIDENTIAL** |
| equal opportunities employer; no employee or potential employee shall be discriminated against on the grounds of disability, race, colour, religion, nationality, national origin, ethnic origin, age, sex, sexual orientation or marital status, or will be disadvantaged by any conditions of employment or requirements of the Company that cannot be justified as necessary on operational grounds.  Procedures designed to avoid the possibility of discrimination at each stage of the recruitment process are in place and therefore as part of this exercise you are asked to complete the following questionnaire. The information gathered will help us to monitor the effectiveness of our Equality Statement and other employment policies. All personal data supplied on this form which is subsequently stored on computer is subject to the provisions of the Data Protection Act 1998. |
| **This form will be kept separate from your application form. It will not be seen by those responsible for short listing or interviewing applicants.** |

|  |  |  |
| --- | --- | --- |
| **Title of job applied for:** | | |
| **Where did you see this post advertised:** | | |
| **Please tick if you are applying on a job share basis Date of Birth** | | |
| **Gender:** Male Female Transgender | | |
| **Status:** Single MarriedPermanent Partnership | | |
| Civil Registration Divorced Separated | | |
| **Do you consider yourself as having a disability?** Yes No | | |
| If yes, please provide details: | | |
| **Do you care for dependents?**  Yes No | | |
| If yes, are they: Children Elderly Disabled Other | | |
| **Ethnic Origin: NB this is not a question about nationality or place of birth.** | | |
| **Asian or Asian British** | **Black or Black British** | **Chinese or other ethnic group** |
| Bangladeshi | African | Chinese |
| Indian | Caribbean | Other (specify) |
| Kashmiri | Other (Specify) |  |
| Pakistani |  |  |
| Other (specify) |  |  |
| **Mixed** | **White** | **Sexual Orientation** |
| White & Asian | British | Heterosexual |
| White & Black African | Irish | Gay |
| White & Black Caribbean | Other (specify) | Lesbian |
| Other (specify) |  | Bi-sexual |