### KisharonLogowithstrapline_0001.jpgAPPLICATION FORM

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| Personal Details**POSITION APPLIED FOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| SURNAME |  OTHER NAMES | PREFERRED TITLE  |
| ADDRESS | CONTACT NUMBERSHOME:MOBILE: | EMAIL: |
| DO YOU HAVE THE RIGHT TO WORK IN THE UK? YES / NOIf your application is successful you will be required to provide original documentation |
| 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. |
| NAMECOMPANY & JOB TITLE ADDRESSTELEMAILPROFESSIONAL RELATIONSHIP TO YOUCAN WE CONTACT THEM NOW? YES / NO |
| NAMECOMPANY & JOB TITLE ADDRESSTELEMAILPROFESSIONAL RELATIONSHIP TO YOUCAN WE CONTACT THEM NOW? YES / NO |
| Kisharon carries out an ordinary or enhanced Criminal Record Check via the Government Disclosure & Barring Service as relevant for the role. Kisharon will employ ex-offenders 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 A CRIMINAL RECORD YES / NO If YES please give full details on a separate sheet(Declaration subject to the Rehabilitation of Offenders Act 1974) |

**Current Employment** \* OR MOST RECENT

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| --- | --- | --- | --- |
| NAME AND ADDRESS | POST TITLE | DATE APPOINTED | SALARY / GRADE |
|  |  | DATE OF LEAVING[or amount of notice required] |  |
| BRIEF OUTLINE OF OBJECTIVES, RESPONSIBILITIES AND DUTIES OF POST |
| PLEASE SHOW ORGANISATION CHART INDICATING POST HELD |
| WHY ARE YOU SEEKING TO CHANGE YOUR PRESENT POST? Or WHY DID YOU LEAVE YOUR PREVIOUS POST? |

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME AND FULL ADDRESS inc tel & email address where possible[Please show most recent placement first] | POST TITLE AND BRIEF DESCRIPTION OF DUTIES | DATES (month & year)FROM TO | SALARY / GRADE |

**Education**

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| PLEASE GIVE DETAILS OF SCHOOLS, COLLEGES, ETC. ATTENDED, INCLUDING PROFESSIONAL AND TECHNICAL TRAINING |
| FULL TIME EDUCATIONPlease show school(s) attended from age 11 | DATESFROM TO   | EXAMINATION PASSEDPlease show passing date and grade |
| FURTHER / HIGHER EDUCATIONPlease show college, university, seminary, yeshiva, correspondence courses, etc. | DATESFROM TO   | EXAMINATION PASSEDPlease show passing date and grade |
| SHORT COURSES ATTENDED / OTHER TRAINING UNDERTAKEN - including **NVQ/QCF** |
| STUDIES / TRAINING IN PROGRESS |
| MEMBERSHIP OF PROFESSIONAL BODIES OR INSTITUTIONS |
| NOTE: EVIDENCE OF RELEVANT QUALIFICATIONS WILL BE REQUIRED ON APPOINTMENT |

**Supplementary Information**

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| 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 |
| 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] |
| INTERESTS / HOBBIES OUTSIDE WORK / VOLUNTEERING EXPERIENCE |
| DATES INCONVENIENT FOR INTERVIEW |
| PLEASE ADVISE IF YOU HAVE ANY DISABILITIES OR ILLNESSES AND IF YES - WHAT REASONABLE ADJUSTMENTS WE CAN MAKE TO ASSIST YOU WITH YOUR APPLICATION (including coming for interview) AND TO CARRY OUT THE JOB (if you are successful in your application): |
| PLEASE NOTE WHERE YOU SAW THIS POST ADVERTISED Kisharon website/Facebook/Twitter/ Community Care / Times Educational Supplement / EverywhereK / JC / Jewish Tribune / London Jewish News / Local free paper / Hamodia / friend/other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGESIGNED DATE |
| For office use onlySHORTLISTED FOR INTERVIEW YES NO REASONPOSITION OFFERED YES NO REASON |