### APPLICATION FORM

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| Personal Details | | |
| **POSITION APPLIED FOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| SURNAME | OTHER NAMES | PREFERRED TITLE |
| ADDRESS | CONTACT NUMBERS HOME:  MOBILE: | EMAIL: |
| DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UK? YES / NO If 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 or if they are family members. | | |
| FIRST REFEREE NAME (should be current or most recent employer):  ORGANISATION NAME & YOUR JOB TITLE:  ADDRESS:  TEL:  EMAIL:  PROFESSIONAL RELATIONSHIP TO YOU:  CAN WE CONTACT THEM NOW? YES / NO | | |
| SECOND REFEREE NAME:  ORGANISATION NAME & YOUR JOB TITLE:  ADDRESS:  TEL:  EMAIL:  PROFESSIONAL RELATIONSHIP TO YOU:  CAN 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 ANY CRIMINAL CONVICTIONS, CAUTIONS, REPRIMANDS OR WARNINGS? YES / NO    If YES please provide full details under separate confidential cover to the HR Manager, 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. | | |

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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 POSITION: | | | |
| 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.** | | | | |
| **NAME AND FULL ADDRESS inc 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** | **REASON WHY EMPLOYMENT ENDED** |
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| **Volunteering Experience** | | | | |
| **NAME AND FULL ADDRESS incl 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 EDUCATION  Please show school(s) attended from age 11 | DATES  FROM TO | EXAMINATION PASSED  Please show passing date and grade |
| FURTHER / HIGHER EDUCATION  Please show college, university, seminary, yeshiva, correspondence courses, etc. | DATES  FROM (month & year) TO (month & year) | EXAMINATION PASSED  Please 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 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 ROLE REQUIREMENTS (if you are successful in your application): | | |
| INTERESTS / HOBBIES OUTSIDE WORK | | |
| DATES INCONVENIENT FOR INTERVIEW | | |
| DRIVING (for relevant roles such as Support Worker and where driving is a necessary part of the role)  Do you have a current full driving licence? Yes / No  Have you ever been disqualified from driving? Yes / No - if yes please provide details | | |
| 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 KNOWLEDGE. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.  I confirm my consent to Kisharon contacting any of my prior places of work (paid or unpaid e.g. volunteering) and/or education  to seek references in line with our recruitment policy and safeguarding obligations: **Yes / No**  *(delete as applicable)*  (You can stipulate on p.1 if you do not want your current employer to be contacted at this point).  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If an electronic signature is provided and the candidate is invited to interview – this form must be manually signed at the interview. | | |
| **Privacy Notice:**  With regard to the application form and accompanying relevant recruitment documents including references: For successful applicants - we will keep a copy of these documents for the duration of the candidate’s employment, and after the employment cycle is closed, in line with our Safeguarding and legal obligations. For unsuccessful candidates – these documents will be shredded before the end of a 12 month period. Please visit our website at <http://www.kisharon.org.uk/privacy-policy/> for a copy of our Privacy Policy. | | |

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| For office use only SHORTLISTED FOR INTERVIEW YES NO REASON  POSITION OFFERED YES NO REASON |