### 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 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.**
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| **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 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 (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 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 / NoHave 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 onlySHORTLISTED FOR INTERVIEW YES NO REASONPOSITION OFFERED YES NO REASON |