**KENT COMMUNITY HOUSING HUB CO-ORDINATOR**

**JOB APPLICATION FORM**

Please note: CVs will not be considered. Action with Communities in Rural Kent is an equal opportunities employer and welcomes applications from all sectors of the community.

**Please complete all sections in black ink or typeface and use only A4 sized paper as continuation sheets, where required.**

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| **Personal details** | | |
| Family surname: | Forename(s): | |
| Preferred title (Mr/Mrs/Miss/Ms/Dr/Other): | | |
| Address:  Post Code: | | |
| Telephone numbers:  Home -  Mobile - | | |
| Personal email address: | | |
| Immigration, Asylum and Nationality Act 2006  The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006.  Under the 2006 Act, we have a duty to prevent illegal working by carrying out document checks to confirm if a person has the right to work in the UK.  Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the 2006 Act is being complied with. | | |
| Do you require a work permit to work in the UK? | | Yes  No |
| **References** | | |
| Full name: | Full name: | |
| Job title: | Job title: | |
| Name of organisation: | Name of organisation: | |
| Address:  Postcode: | Address:  Postcode: | |
| Telephone numbers:  Work landline –  Work mobile –  Personal number – | Telephone numbers:  Work landline –  Work mobile –  Personal number – | |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? | |
| Are you happy for us to contact this referee prior to interview?  Yes/No (please indicate) | Are you happy for us to contact this referee prior to interview?  Yes/No (please indicate) | |

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| --- | --- | --- | --- | --- |
| **Present or most recent employment** | | | | |
| Name & address of employer:  Postcode: | | | | |
| Job title: | | | Dates employed: | |
| Current or final salary: | | | Period of notice required: | |
| Why are you thinking of leaving / why did you leave? | | | | |
| Please give a brief outline of your main responsibilities and achievements: | | | | |
| **Previous employment**  *Please list all previous employment in chronological order (most recent first)* | | | | |
| Dates  From to | Name & address of employer | Job title and outline of main responsibilities | | Reason for leaving |
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| **Education and qualifications**  *Please give details of all educational qualifications obtained and those currently being pursued* | | | |
| Name of school, college, university, etc | Dates attended  (from/to) | Subjects studied and qualifications worked towards | Grades and year obtained |
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| **TRAINING**  *This includes trade/professional training, government training schemes,apprenticeships, short courses and secondments* | | |
| Course Title | Organisation | Dates |
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| **Membership of professional institutes (if applicable)** | | |
| Institute | Level of Membership | Year of Award |
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| **Other experience**  *Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployment or voluntary work.* | |
| Experience | From/To |
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| **Information in support of your application** *(please refer to the Guidance Notes for Job Applicants)*  If further space is needed, please continue on a separate A4 sheet. | | | |
|  | | | |
| **The Working Time Regulations 1998**  *(please refer to the Guidance Notes for Job Applicants)*  **Employment which you intend to continue with, should you be appointed to this post.**  *Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.* | | | |
| **Part 1 – No other Employment**  I confirm that I do not have any other employment.  Signature: Print Name: Date: | | | |
| **Part 2 – Other** **Employment (including any freelance or self-employed work)**  All other employment that I have is detailed below: | | | |
| Job Title & Organisation | Number of hours per week including overtime | Start Time  *(please use 24 hour clock)* | End Time  *(please use 24 hour clock)* |
|  |  |  |  |
| Signature: Print Name: Date: | | | |

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| **Rehabilitation of Offenders Act 1974** |
| Please give details of any unspent convictions as defined in the Rehabilitation of Offenders Act 1974. We use the Criminal Records Bureau (CRB) Disclosure service to assess applicants’ suitability for positions of trust. Unless the nature of the position allows our interviewers to ask questions about your entire criminal record we only ask about unspent convictions. |
| Details: |

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| **Additional information** | | | |
| **Driving licence and travel arrangements:** | | | |
| Do you hold a current driving licence? | Yes  No | Are you a car owner or do you have access to a car? | Yes  No |
| If YES, please state the type of licence you hold: | | | |
| Do you have any current endorsements? | | | Yes  No |
| If YES, please specify: | | | |
| If you do not hold a driving license and/or do not have access to a private means of transport, please demonstrate how you would propose to travel around the county and beyond: | | | |

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| **Declaration** |
| I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to instant dismissal without notice.  **Data Protection**:  **Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.**  If I accept employment with the Kent Community Housing Hub, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.  Signed: Date:  Print name:  *If this form has been completed electronically, please tick box to indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.* |