|  |
| --- |
| **PERSONAL DETAILS** |
| First name(s):   | Last name(s):   |
| Address:   |
| Contact telephone number(s):   |
| Email:   |
| Job applied for:   |
| Where did you hear about the role? |

| **CURRENT OR MOST RECENT EMPLOYMENT / VOLUNTARY WORK** |
| --- |
| Job title:   |
| Name and address of employer:   |
| Phone:   |
| Employed from / to:   |
| Reason for leaving:   |
| Brief description of duties / responsibilities:   |

| **EMPLOYMENT HISTORY – please continue on a separate sheet if necessary** |
| --- |
| Name of employer: |
| Type of business: |
| Full address: |
| Phone number: |
| Position held: |
| Duties and responsibilities: |
| Reason for leaving: | Dates from / to: |

|  |
| --- |
| Name of employer: |
| Type of business: |
| Full address: |
| Phone number: |
| Position held: |
| Duties and responsibilities: |
| Reason for leaving: | Dates from / to: |

| **EMPLOYMENT HISTORY (continued) – please continue on a separate sheet if necessary** |
| --- |
| Name of employer: |
| Type of business: |
| Full address: |
| Phone number: |
| Position held: |
| Duties and responsibilities: |
| Reason for leaving: | Dates from / to: |

|  |
| --- |
| Name of employer: |
| Type of business: |
| Full address: |
| Phone number: |
| Position held: |
| Duties and responsibilities: |
| Reason for leaving: | Dates from / to: |

| **EDUCATION – please continue on a separate sheet if necessary** |
| --- |
| **Secondary / Higher education** |
| **Subject:** | **Level:** | **Grade:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| **MEMBERSHIP OF PROFESSIONAL BODIES / RELEVANT TRAINING AND DATES** |
| --- |
| **Institution / Society:** | **Date membership obtained:** | **Grade:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| **PERSONAL STATEMENT – please continue on a separate sheet if necessary** |
| --- |
| Please describe why you are interested in this job and how your skills, knowledge, and experience are relevant. Please make sure you provide specific examples. |
|  |

| **REFERENCES – Declaration: I consent to Red Kite contacting my named referees** |
| --- |
| Please provide two references, one of which must be from your current or most recent employer. Referees should not be friends, relatives or immediate colleagues. If this is your first employment, one reference must be from your head teacher or lecturer. All appointments are subject to receiving satisfactory references. We reserve the right to take up references from any previous employer. |
| First referee:   | Second referee:   |
| Job title:   | Job title:   |
| Work Address:   | Work Address:   |
| Phone:   | Phone:   |
| Email:   | Email:   |
| How do you know this person? | How do you know this person?   |

|  |
| --- |
| **GENERAL INFORMATION** |
| Please state any dates that you will not be available for interview: |
| Were you referred by a Red Kite employee?  | YES / NO |
| If YES, please give details:   |
| As far as you are aware, are you related to, live with or have a relationship with any of our current employees, tenants, leaseholders or Board members?  | YES / NO |
| If YES, please give details:  |
| Do you require a work permit?  | YES / NO |
| Do you hold one of the following? Please note you will need to provide one or more of the relevant documents before starting employment.  |
| Birth certificate | Passport | Work permit | Travel document | Driving Licence |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT** |
| Do you have any criminal convictions, cautions, reprimands or final warnings? | YES / NO |
| If you have answered ‘YES’ please give details including dates and sentences, if applicable. You only need to declare spent convictions or cautions if you are applying for a post involving direct provision or management of services to our vulnerable clients. (If you wish, you can mark YES above and send the details requested below in a Private & Confidential email direct to hr@redkitehousing.org.uk If you do this, indicate below that you have sent details direct to HR). |

|  |
| --- |
| **DECLARATION** |
| The details given on this application are true and accurate. I understand that my application may be rejected for withholding relevant details or giving false, misleading or inaccurate information. In addition, I may also be subject to disciplinary proceedings which could amount to my dismissal, and/or action being taken, against me in the civil and criminal courts for offences identified under the Fraud Act 2006. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment. Such information includes details relating to my health and to any criminal record. N.B. if you are emailing this form to us, please type your initials below: |

|  |  |  |  |
| --- | --- | --- | --- |
| Sign: |  | Date: |  |