

Candidate No:



KINGDOM ABUSE SURVIVORS PROJECT EMPLOYMENT APPLICATION FORM

Post Applied For: Befriending Co-ordinator

SECTION A: PERSONAL INFORMATION

(CONFIDENTIAL - This section will be removed for short listing purposes)

1. Personal Details:

First Names:	Surname:
Address:	
Postcode:	
Email Address:	
Telephone numbers:	Work:
Home:	Mobile:
National Insurance No:	PVG No:
Date of Birth:	

2. General:

Period of notice required by current employer:	
Please give two referees, one of whom should be your present or most recent employer:	
Name:	Name:
Job Title:	Job Title:
Company:	Company:

Candidate No:



Address:	Address:
Post Code:	Post Code:
Tel no:	Tel no:
Email Address:	Email Address:
Relationship to you:	Relationship to you:
May we contact them at this stage? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact them at this stage? Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Requirements:

If you have a disability, are there any specific facilities you would require at an interview if you were shortlisted?

Yes No

If yes, please specify:

4. Right to Work in UK:

Are there any restrictions to your residence in the UK which might affect your right to take up employment?

Yes No

If yes, please provide details:

You will be required to provide appropriate documentary evidence at interview that you are free to remain and take up employment in the UK. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

If you are successful in your application, will you require a work permit prior to taking up employment?

Yes No

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5. Driving License:

Do you hold a full clean driving license valid in the UK?

Yes No

If no, please provide details:

Do you have access to a car?

Yes No

6. Data Protection Statement:

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected on this form with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration as a Data Controller with the Information Commissioner's Office.

7. Declaration:

I declare that to the best of my knowledge and belief that the information given herein is correct and complete. I understand that KASP reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided to KASP is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by KASP, any medical reports or PVG check.

Signed:

Date:

Candidate No:



SECTION B: EXPERIENCE, QUALIFICATIONS AND SKILLS

(CONFIDENTIAL – This section will be used for shortlisting purposes)

7. Experience:

Please tell us about your current or most recent employment.

Employer:	Start date:
Address:	End date (if applicable):
	Job Title:
	Salary:
Brief Outline of Duties, Responsibilities and Key Achievements:	
Reason(s) for Leaving:	
If you are NOT currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying, or unemployed:	

Candidate No:



Previous Experience:

Employer:	Start date:
Address:	End date (if applicable):
	Job Title:
Brief Outline of Duties, Responsibilities and Key Achievements:	
Reason(s) for Leaving:	

Previous Experience (Continued):

Employer:	Start date:
Address:	End date (if applicable):
	Job Title:
Brief Outline of Duties, Responsibilities and Key Achievements:	
Reason(s) for Leaving:	

Candidate No:



Previous Experience (Continued):

Employer:	Start date:
Address:	End date (if applicable):
	Job Title:
Brief Outline of Duties, Responsibilities and Key Achievements:	
Reason(s) for Leaving:	

Previous Experience (Continued):

Employer:	Start date:
Address:	End date (if applicable):
	Job Title:
Brief Outline of Duties, Responsibilities and Key Achievements:	
Reason(s) for Leaving:	

Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.

Candidate No:



8. Formal Educational, Technical & Professional Qualifications:

Please name any institute or professional body in full, the name of the qualification, attainment level and the relevant dates:

9. Personal Development:

Please give details of any other courses, memberships or voluntary work which you consider relevant to this application:

Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.

Candidate No:



10. Personal Statement:

Please detail why you are applying for this post, paying particular attention to our Vision, Mission and Values and what you understand about trauma informed services.

Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.

Candidate No:



SECTION C: COMPETENCY APPLICATION:

Please outline under each heading how your knowledge, skills and experiences meet those required for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Befriender Recruitment and Management

Providing Training

Effective Communication

Candidate No:



Other relevant attributes

END. Number of pages in your application:

Completed applications must be received by us by ?????? Send to joy@kasp.org.uk. Or Joy Patrick, 182A the Esplanade, Kirkcaldy KY1 1RE

KASP prefers typed and electronic applications. As you will submit your application by email, you may choose to scan in your signature or alternatively indicate with your application that a signed hard copy of the relevant sheet will follow in the post.

We would appreciate it if you would also complete and return the Equal Opportunities Monitoring Form to assist us in monitoring the implementation of our Equal Opportunities Policy. However, you are under no obligation to do so and your decision will not influence the recruitment process in any way.

Additional Procedures

This post will require completion of a self-declaration form and the appropriate level of **PVG Disclosure Record**. Disclosure checks will only be requested for those applicants that we wish to appoint.

Disclosure Record: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

