



Job Application Form
Knighton and District Community Centre (KDCC)
 Registered Charitable Incorporated Organisation No. 1167969

This is an electronic application form. Please complete an email a copy to knightoncomm@gmail.com.

Please ensure that you meet all of the essential requirements of the Person Specification.

Knighton and District Community Centre will make every effort to provide assistance in the application process and in a confidential manner.

If you require any further information to complete your application form, or to take part in the selection process, please contact Telephone No 07751 221487 or email us on knightoncomm@gmail.com

CVs are only acceptable as supporting information and will not be considered without a completed application form

Vacancy Details

Job Title			
Title		<i>We may wish to contact you about your application, please indicate which is your preferred method of contact?</i>	
Last Name			
Previous Last Names <small>(where applicable)</small>		Home Telephone Number	
First Name		Daytime Telephone Number	
Previous First Names <small>(Where applicable)</small>		Mobile Telephone Number	
Home Address		Email Address	
		National Insurance Number	
		Postcode	

Please list qualifications relevant to the position including A levels, NVQ/ QCF Level qualifications, BTEC etc. Please note **original certificates will need to be produced** for all qualifications stated on your application form at interview, copies are unacceptable.

School/ College/ University	Date Obtained Mth/ Yr	Subject	Awarding Body, Level and Grade
School			
College/ University			
Other			

Any other qualifications or training specific to the Person Specification

Supplementary Information

Are you able to produce evidence of your eligibility to work in the UK?

Yes / No

Please note that if you answer yes to the above question, in line with current Home Office Guidance you will be asked to provide evidence if called for interview e.g. passport, birth certificate, residents card

Under the Working Time Regulations, Knighton and District Community Centre

Yes/No

are obliged to monitor the hours worked by its employees, please confirm if Knighton and District Community Centre will be your only employer?	
If no, please give details;	
Safeguarding Information	
Because of the nature of the work involved, the post you are applying for is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. This means that you are NOT entitled to withhold information about convictions, cautions, reprimands, final warnings or bind over orders which might otherwise be treated as 'spent' and which would not be filtered in line with current guidance.	
The Disclosure and Barring filtering guidance is available on the Home Office website www.gov.uk/government/publications/dbs-filtering-guidance	
Note: If your application is successful, you will be required to apply for a Disclosure and Baring Service (DBS) Check. Having a criminal record will not necessarily be a bar to employment.	
Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?	Yes / No
If yes, please give full details below;	
Please confirm that you are not on either of the two barred lists (Adult's List or Children's List) administered by the Disclosure and Barring Service Are you included on either of the barred lists stated?	Yes/ No
I agree that the information I have given is correct	Yes/ No
Language Skills	
Are you a Welsh Speaker?	Yes / No
Can you communicate in any other language including Sign Language?	Yes / No
If yes, please give details;	
Media Information	
Please indicate where you saw the position advertised?	

Please provide the full names and addresses of two persons to whom reference may be made, one of which should be your **present employer** and another **relevant** referee.

REFERENCES FROM FRIENDS, RELATIVES ARE NOT ACCEPTABLE.

References will only be requested if you are to be offered a position.

Name		Name	
Referee Job Title		Referee Job Title	
Organisation		Organisation	
Reference Type	Business / Personal	Reference Type	Business / Personal
Address		Address	
Postcode		Postcode	
Daytime Telephone Number		Daytime Telephone Number	
Mobile Phone No		Mobile Phone No	
email		email	

(Please start with most recent position and ensure that all dates are completed from the date that you left full time education)

Please ensure that you account for all gaps in employment i.e. raising a family, caring for a relative, gap years etc.

If you do have any gaps in employment, you will be questioned about these at interview in line with Safer Recruitment requirements.

Employer	From dd/mm/yy	To dd/mm/yy	Job Title	Reason for Leaving

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Supporting Information

Please give an outline of your experience, skills and qualities, which are relevant to the criteria set out in the Person Specification. Please also consider hobbies and other activities outside of work that may enhance your application.

Please be as comprehensive as possible giving examples of how you meet the criteria as appropriate

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You may continue an additional pages but please put your name and the post title you are applying for at the top of each page.

Privacy Statement	
I give my consent for checks to be carried out in DBS Records	Yes/ No

Privacy Statement	
<p>I understand that information will only be used for the agreed reason and looked after securely. The information will only be kept for as long as needed or to comply with statutory requirements and will then be securely destroyed.</p> <p>If my information needs to be shared with other agencies will seek explicit (signed) consent as soon as possible unless we are obliged by law to disclose the information.</p> <p>Detailed guidance can be found on the Government Web Site http://www.legislation.gov.uk</p>	Yes/ No

References- Email Agreement	
<p>Knighton and District Community Centre is required to ensure the protection of your personal information, however to expedite the recruitment process please advise if you are content for Knighton and District Community Centre to request and receive references via unsecured/ unencrypted email systems</p>	Yes/No

Final Statement	
<p>I declare to the best of my knowledge that the information I have given is correct. I understand that canvassing Committee Members other KDCC Staff or providing false information regarding this application will disqualify me from appointment or if discovered after appointment may well lead to dismissal. Personal data will be used for personnel/employee administration purposes within the KDCC in accordance with the Data Protection Legislation.</p>	Yes/No

Signed		Date	
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<p>Completed application forms should be returned to knightoncomm@gmail.com</p>

<p>Knighton and District Community Centre shares a commitment to safeguard and promote the</p>
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welfare of children, young people and vulnerable adults. It is our expectation that all Committee Members, Staff and Volunteers will work to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding.

01494 755000