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|  | Recruitment Application Form |

Part A

Please fill in this form and return it together with the diversity monitoring form to Kensington and Chelsea Mind Recruitment marked confidential.

Part A and C will be confidential to Personnel and will not be seen by the recruitment panel

Part B will be considered by the recruitment panel for shortlisting and interview

The diversity form will be separated from your application before being considered by the recruitment panel and will only be used for our diversity monitoring.

**Closing Date:** We will accept applications received by: 6pm Monday May 23rd 2022

## Personal details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone |  |

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| --- | --- |
| Do you require a work permit to work in the UK? |  |
| If you do, do you have one? |  |

## References

Please give the names of two referees who know you in a professional capacity. One should be your current/most recent employer.

References will only be requested if you are the successful candidate after interview.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Company / organisation |  |
| Capacity in which known |  |
| Current phone number |  |
| Current email address  |  |

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Company / organisation |  |
| Capacity in which known |  |
| Current phone number |  |
| Current email address  |  |

## Part B

## Education, training and qualifications

Please complete all relevant education, training and qualifications in reverse date order, going back as far as GCSE level or equivalent.

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| **School/College/University** | **Qualification** | **Grade** | **Date of completion** |
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## Work experience

Please include both paid jobs and relevant voluntary work (Please add additional sheet if required)

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| --- | --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Job title and main duties** | **Salary** | **Start date** | **End date** | **Reason for leaving** |
|  |  | £ |  |  |  |
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## Part C

## Statement in support of application

Please outline why you feel you are suited to this position. Please address all the points in the person specification and refer to examples in your experience. Please use no more than three pages.

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| **No** | **Person Specification** | **Office use only** |
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This offer is subject to satisfactory references and a satisfactory disclosure from the Disclosure and Baring Service.

Declaration

I confirm that the information in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signed: ………………………………………………………………..Date: ……………………………

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Thank you for completing this application.

For clarity, please complete this form in black ink or type and return by email to Recruitment@kcmind.org.uk