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| Chart  Description automatically generated with low confidence | 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: 13th July 2022

## Personal details

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

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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, using the person specification and job description for guidance. Please limit your answers to 500 words.**

|  |  |
| --- | --- |
| 1. | Please tell us why you are applying for this post and what knowledge, skills and experience you would bring to the job? |
|  |  |
| 2. | Please describe your experience of working in an administration role where you were required to use IT and work with databases, CRMs and HR systems, including your familiarity and use of with Microsoft Office, Teams and Zoom. |
|  |  |
| 3. | Please describe your experience about your experience if working with sensitive and confidential information and minuting and servicing meetings.  |
|  |  |
| 4. | Please describe your experience of working in a diverse workforce and the value of diversity in the workplace. |
|  |  |
| 5. | Please describe how you plan and organize your work to ensure that, priorities, deadlines and targets are met. |
|  |  |
| 6. | Please describe any experience of working in the Charity sector. |
|  |  |

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 recruitment@kcmind.org.uk



Part D Equality and Diversity Monitoring Form

Kensington & Chelsea Mind wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010,and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation’s Human Resources section.

This form will be separated from your job application, and we will only use this information for monitoring diversity in our organisation. This information will not be seen by the shortlisting panel.

It will not count against you if you do not wish to complete this form.

|  |  |
| --- | --- |
|  | **Please self-define or leave blank if you prefer not to say** |
| **Name** |  |
| **Job applied for** |  |
| **Date** |  |
| **Where did you see the job advertised?** |  |
| **Do you consider yourself to have a disability or health condition?** |  |
| **Age** |  |
| **Sex:**  |  |
| **Gender: how do you identify?** |  |
| **What is your sexual orientation?** |  |
| **What is your ethnicity?**Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. |  |
| **What is your religion or belief?** |  |