Kent Association for the Blind

INVESTORS IN PEOPLE™ We invest in people Standard

disability confident EMPLOYER

Application Form

Position applied for: Fundraising Support Officer

Personal details
Title (e.g. Mr/Mrs/Miss/Ms/Mx/Other): Surname: Forenames: Address: Postcode: Telephone: Business: Mobile: Email: National Insurance Number:

Education Please list qualifications achieved from Secondary, Higher and Further Education		
Name of School, College or University	Qualifications (including GCSE, O and A Levels or equivalent, NVQs, Work based courses and any further education)	Grade and year taken
Please list any training courses undertaken, any other relevant skills, interests or public duties, and any voluntary work experience.		

Employment History

(Please list your present or most recent job first, give full details, explain any gaps in your job history, and continue on a separate sheet if needed)

Date	Employer	Position held	Reason for leaving if applicable

Please give your current salary £ p.a.

If you have applied for a position with the KAB before, please give details:

Please use the space below to write a statement, detailing any skills, knowledge and experience you could bring to the role and why you would like to be employed in this position.

Please make sure you address the person specification and KAB values in your response, as these are the criteria we will use to shortlist for the post.

Your statement should be no more than 2 sides of A4.

Referees

(Not members of your family or friends), one of whom should be your present employer (or, if not employed, the most recent)

Referee 1

Name:

Address:

Occupation:

Relationship to you:

Telephone: Email:

Referee 2

Name:

Address:

Occupation:

Relationship to you:

Telephone: Email:

Do you need a work permit to work in the UK?

Yes ☐ No ☐ (please tick as appropriate)

If offered this position will you continue to work in any other capacity?

Yes ☐ No ☐ (please tick as appropriate)

If yes, please give details below

Disclosure and Barring Service Enhanced Disclosure Clearance

Please note this post is subject to Disclosure and Barring Service Enhanced Disclosure clearance.

Rehabilitation of Offenders Act 1974 – Exemption from S4(2)
This employment is exempted from the above and employees are not therefore entitled to withhold information about "spent" convictions. In the event of you ever having been convicted of any offence by a Court of Law, please give the offence(s) with dates. If you have not, please write "No Convictions".

I understand that any employment, if offered, will be subject to the information on this form being correct, and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

I agree that Kent Association for the Blind can hold and handle these details in line with Data Protection Legislation.

Signed: Date:

How did you become aware of this position? Please tick as appropriate:

Jobs in Kent ☐

Charity Jobs ☐

Job Centre ☐

Internet Search ☐

Indeed.co.uk ☐

Other (please specify)

Please return this application form to recruitment@kab.org.uk along with your Equality Monitoring Form.