Top of Form

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| **Application Form – Kentish Town Community Centre (KTCC)** |
| Thank you for expressing interest in joining our team at KTCC. Please complete the below information & email this form to [jobs@ktcc.org.uk](mailto:jobs@ktcc.org.uk) |

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| **Role applied for** | **Ref** (internal use only) |

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| |  | | --- | | **Family name** | | **First name(s)** | | **Home address** | | **Postcode** | | |  | | --- | | **Contact Details** | | **Home** | | **Skype** | | **Mobile** | | **Email** | |

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| **Do you have the right to work in the UK?**  If we employ you, you have to supply the original of one of documents accepted under the Asylum and Immigration Act (1996) as evidence that you are allowed to work in the UK. You will need to bring this along with you if you are invited to an interview with us. |

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| **Disability**  Do you need any special arrangements for interview and/or to help you to take up this role? Please tell us here if you have any disability-related needs or adjustments which we can support you with. |

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| **References**  Please give names and contact details for **2 referees** not related to you, who can give us a reference based on direct personal knowledge of you and your abilities. All roles are subject to receipt of references that are satisfactory to us.  One of these references **must be your current or most recent employer or client** if you are undertaking consultancy work. We will **not contact them** without asking you first or before making an offer of employment. | |
| **Name** | **Name** |
| |  |  | | --- | --- | | **How does this person know you?** |  | | |  |  | | --- | --- | | **How does this person know you?** |  | |
| |  |  | | --- | --- | | **Email Address** |  | | |  |  | | --- | --- | | **Email Address** |  | |
| **Tel No** | **Tel No** |

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| **Qualifications and learning**  Please list the educational qualifications including further education and professional/vocational qualifications with grades you have and/or other personal development or training courses that you have done that are relevant to this role. |

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| **Work History**  Please list below your working history starting with your current or most recent job and **work backwards.**  If there are any significant gaps, please explain these. You do not need to tell us in this section about your skills as you have the opportunity to do so later. | | | | |
| **Employer** | **Start** | **End** | **Job title & under what capacity e.g. Employee/Volunteer** | **Brief information about the organisation/ your role & responsibilities** |
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Please use additional pages if required.

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| If you wish to include further previous employment, please do so as part of your supporting statement. |

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| **Meeting the requirements of the role: relevant skills, knowledge and experience**  Please use this section to demonstrate why you think you would be suitable for the role by reference to the advert for the job you’re applying, job description and person specification criteria (and by giving examples of how you have demonstrated these criteria).  Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.  **Please use fewer than 1250 words.** |

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| **Why have you applied for this role at KTCC?**  Please tell us about your motivation to join our organisation. Also, if there is anything else you would like to say to support your application, please say it here.  **Please use fewer than 250 words.** |

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| **Declaration** |

**Equal Opportunities Statement**

KTCC is an equal opportunities employer and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**Data Protection**

In accordance with the Data Protection Act 1998, I agree that KTCC may hold and use my personal information for employment purposes & to keep me up-to-date with future opportunities. In submitting this application KTCC may also collect the personal data it contains and use that data for training and diversity purposes.

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| I understand and agree that my personal data may be used for the purposes as described above.  I declare that the information I have provided in this application is true and complete.  **Signed:**  **Date:** |
| **Applicant Name:** |