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| **POSITION APPLIED FOR** |  |

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| **PERSONAL DETAILS** | | | | | |
| Title |  | Surname |  | Full Name |  |
| Preferred name |  | | Telephone number |  | |
| Address |  | | | Postcode |  |
| Email |  | | |

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| --- | --- | --- | --- | --- |
| National Insurance number |  | Do you require a work permit in the UK? | Yes | No |
|  |  | If yes, do you have a relevant one? | Yes | No |
|  |  | If yes, when does it expire? | Yes | No |

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| **GENERAL INFORMATION** | |
| If appointed, when would you be free to join the staff? |  |
| How did you hear about this vacancy? If through an advert, please state where you saw it. |  |
| Why would you like to work for Kids Matter? |  |
| Have you had any previous contact with Kids Matter? |  |

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| **EDUCATION AND TRAINING** | | | | | |
| **Secondary school** |  | From |  | To |  |
| Address |  | | | | |
| Exams passed |  | | | | |

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| **16+ education**  (sixth form / college) |  | From |  | To |  |
| Address |  | | | | |
| Exams passed |  | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Higher education**  (university / college) |  | From |  | To |  |
| Address |  | | | | |
| Exams passed |  | | | | |

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| **Additional qualifications** |
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| **EMPLOYMENT** | | | | | |
| **Name of present / last employer** |  | From |  | To |  |
| Address |  | | | | |
| Post held |  | | | | |
| Outline of duties |  | | | | |
| Reason you would like to leave / have left |  | | | | |
| Present / last salary |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of previous employer** |  | From |  | To |  |
| Address |  | | | | |
| Post held |  | | | | |
| Outline of duties |  | | | | |
| Reason for job change |  | | | | |
|  | | | | | |
| **Name of previous employer** |  | From |  | To |  |
| Address |  | | | | |
| Post held |  | | | | |
| Outline of duties |  | | | | |

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| **CHRISTIAN LIFE AND EXPERIENCE** | |
| Briefly describe how you came to faith and the journey you have been on since. | |
| What is the name of your church? |  |
| How long have you been part of this church? |  |
| What is the name of the church leader? |  |
| What involvement / responsibilities do you have in the life of your church? | |
| How are you seeking to live out your Christian faith in your everyday life? | |

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| **VOLUNTEERING | INTERESTS | MEMBERSHIPS** |
| Please list any volunteering you do, your interests and membership of any organisations. |

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| **PERSONAL STATEMENT** |
| Using the Person Specification and Job Description, please outline why you would be suitable for this job by demonstrating the skills and abilities you have gained through your education, work experiences, church life, hobbies and volunteering opportunities (between 500 – 1,000 words). |

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| **REFERENCES** |

Please give details of referees. References will usually be taken up following the first interview.

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| --- | --- | --- | --- |
| **Your present employer**  (or past employer or college tutor if studying) |  | | |
| Name |  | | |
| Job title |  | | |
| Address |  | | |
| Email |  | Telephone number |  |
| If you do not want us to contact your employer until a formal offer has been made, please tick this box. | | | |

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| **Your minister / pastor / church leader** | | | |
| Name |  | | |
| Capacity you know this person |  | | |
| Address |  | | |
| Email |  | Telephone number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A colleague or someone else who you think would be suitable to provide a reference** | | | |
| Name |  | | |
| Capacity you know this person |  | | |
| Address |  | | |
| Email |  | Telephone number |  |

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| **DECLARATION** | | | |
| I confirm that I am able to affirm Kids Matter basis of faith and that the facts set out in this application are, to the best of my knowledge, true and complete.  I understand that this document contains sensitive and personal data which will only be used by Kids Matter for recruitment, selection and statistical purposes. | | | |
| Signed |  | Date |  |

**DATA PROTECTION AND PRIVACY POLICY**

Kids Matter will store your application form and contact details.

We process this data for recruitment purposes only. In line with HR practice, we keep all application data for a year after the role has been filled at which point it is deleted from our systems.

In our Privacy Policy, you will find information about our compliance with the General Data Protection Regulations 2018. You can find this on [our website.](http://www.kidsmatter.org.uk/)

You can send us a request to access your data that we have collected, delete your data, correct any inaccuracies or restrict our processing of your data.

For more information or any concerns, please contact our Operations Director, Vicky Neal, at vn@kidsmatter.org.uk.