

**Confidential – please type this form or complete it using black ink**

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| **Section 1 Job details** |
| Application for post of:       |
| Department: Your Payroll | Section or team:       |
| Ref number:       | Grade:       | Closing date:       |
| **Section 2 Personal details** |
| Title (Mr, Miss, Mrs, Ms, other):       | Surname:       |
| Forename(s):       | Previous surname:       |
| Address:       |
| Postcode:       |
| Telephone numbers |
| Daytime:       | Evening:       |
| Mobile:       | Email address:       |
| **Section 3 Present or last employer**  |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade (if applicable):       |
| Position held:       |  |
| Main duties and responsibilities:       |
| Period of notice:       |
| If this is your last employer, please state why you left:      If this is your present employer, please state why you are applying for the post:       |

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| **Section 4 Previous employment**  |
| Please provide details of **all** your previous employment, **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed. |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade (if applicable):       |
| Position held:       |  |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade (if applicable):       |
| Position held:       |  |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade (if applicable):       |
| Position held:       |  |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| **Section 5 Membership of professional body** – if successful, we will ask you to provide evidence of membership**.** |
| Name of professional body | Level of membership | Specific responsibilities, for example, chairperson | Date of entry |
|       |       |       |       |
|       |       |       |       |
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| **Section 6 Qualifications and training** – if successful, we will ask you to provide evidence of qualifications achieved. |
| Please give details of all the qualifications you have achieved starting with the most recent. Continue on a separate sheet if needed. |
| **Qualification** | **Level, for example GCSE, NVQ, BSc** | **Date achieved or expected to achieve** |
|       |       |       |
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| Training – please give details of any training and development activities you have completed that you feel are *relevant* to your application. Continue on a separate sheet if needed. |
| **Training activity** | **Duration** | **Date** |
|       |       |       |
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| **Section 7 Relevant skills and knowledge – please use this section to explain why you are applying for the job. This section is used to shortlist candidates for interview.**Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification setting out clearly how your skills match each criteria. *This application form is designed to expand as you type.* |
| **Experience** |
|       |
| **Skills** |
|       |
| **Ability** |
|       |
| **Knowledge** |
|       |
| **General** |
|       |
| **Section 8 Values** Your Payroll subscribes to the Mission Vision and Values of Knowsley Disability Concern. Please explain which of those values you would prioritise in order to deliver this role effectively and why?.  |
|       |
| **Section 9 Criminal convictions** |
| Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant. |
| Do you have any unspent convictions? | Yes [ ]  | No [ ]  |
| If you have said ‘Yes’ above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.      |
| You are required to give details of **all** criminal convictions even if they are ‘spent’ for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below.  |
| Do you have any ‘spent’ convictions? | Yes [ ]  | No [ ]  |
| If you have said ‘Yes’ above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.      |
| Do you have a current Disclosure and Barring Service check? Disclosure number:       | Yes [ ]  | No [ ]  |

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| **Section 10 Immigration, Asylum and Nationality Act 2006** |
| Are you subject to immigration control? Yes/NoDo you need a certificate of sponsorship to work in the UK? Yes/No |            |
| **Section 11 Referees** |
| Please supply the names and addresses of two peoplewho are **not related to you** who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. Please tick the box if you do not wish us to contact your referees **before** an offer is made. [ ]  |
| First referee’s details | Second referee’s details |
| Name       | Name       |
| Job title       | Job title       |
| Organisation       | Organisation       |
| Address       | Address       |
| Telephone number       | Telephone number       |
| Email address       | Email address       |
| Reference type | Reference type |
| Employer | [ ]  | Employer | [ ]  |
| Education | [ ]  | Education | [ ]  |
| Character | [ ]  | Character | [ ]  |
| You must obtain consent from the persons listed that they are willing to stand as a referee for you. I confirm I have contacted the above and they have agreed to supply a reference in respect of this application. [ ]  |
| **Section 12 Administration** |
| Where did you see the post advertised?       |
| If you are related to or in a relationship with any staff/trustee/client of KDC and its subsidiary,Your Payroll, please give details here.       |
| If the job you are applying for requires you to travel, please answer the following two questions. |
| 1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points. |
| Provisional [ ]  | Full [ ]  | Eligible to drive a minibus (category D1) [ ]  | Other [ ]  | None [ ]  |
| Details of endorsements or penalty points.       |
| 2. Do you have regular access to a car? [ ]  Yes [ ]  No | If you do not have regular access to a car, can you provide alternative mobility? [ ]  Yes [ ]  No | Do you have Business Use for car insurance?[ ]  Yes [ ] No |
|
| **Data Protection Act 2018** – we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it. Please read the separate DPA consent form and sign the declaration, to be returned with this application form. |
| **Entitlement to work in the UK** - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).  |
| **Interview date:** Are you able to attend the interview date as stipulated in the advert for this post? Yes [ ]  No [ ] What dates are you unavailable**?** |
| **Declaration** - I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any employee of KDC or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal. |
| Name       | Date       |

**If you return this form by email typing your name in the declaration will be sufficient, and we will process your application accordingly.**



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| **Section 13 Equal opportunities monitoring** – we will keep this information separate from your application form and those responsible for short listing or interviewing applicants will not see it. |
| We believe that the decision to appoint should be based upon the requirements of the job and whether an individual’s skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant’s ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards |
| Surname       | Forename(s)       |
| Ref number       | Post applied for       |
| Grade       (if applicable) | Hours       |
| Salary       | Date of birth       |
| **Gender** – please tick | Male [ ]  | Female [ ]  |
| **Disability** – we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process. |
| Do you consider yourself to have a disability? Please tick | Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
|       |
| I confirm I meet the minimum criteria as specified on the role person specification and am applying under the guaranteed interview scheme? | Yes [ ]  | No [ ]  |
| Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details*.*      |
| Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details.      |
| **Ethnic monitoring** - the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census.  |
| **White** |
| A1 English, Welsh, Scottish, Northern Irish, British | [ ]  |
| A2 Irish | [ ]  |
| A3 Gypsy or Irish traveller | [ ]  |
| A4 Any other white background. Please provide details. | [ ]        |
| **Mixed or mixed British** |
| B1 White and black Caribbean | [ ]  |
| B2 White and black African | [ ]  |
| B3 White and Asian | [ ]  |
| B4 Any other mixed or multiple ethnic background. Please provide details. | [ ]        |
| **Asian or Asian British** |
| C1 Indian | [ ]  |
| C2 Pakistani | [ ]  |
| C3 Bangladeshi | [ ]  |
| C4 Chinese | [ ]  |
| C5 Any other Asian background. Please give details. | [ ]        |
| **Black, African, Caribbean or black British** |
| D1 African | [ ]  |
| D2 Caribbean | [ ]  |
| D3 Any other black African or black Caribbean background. Please give details. | [ ]        |
| **Other ethnic group** |
| E1 Arab | [ ]  |
| E2 Any other ethnic group. Please give details. | [ ]        |
| Prefer not to say | [ ]  |
| **Religious belief** – how would you describe your religion or belief? Please tick or provide details where appropriate. |
| Buddhist | [ ]  | Muslim | [ ]  |
| Christian | [ ]  | Sikh | [ ]  |
| Hindu | [ ]  | No religion | [ ]  |
| Jewish | [ ]  | Prefer not to say | [ ]  |
| Other belief. Please give details. | [ ]        |
| **Country of birth** |
|        |

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| You may submit your application, DPA consent form and equal opportunities monitoring form by post addressed to **KDC (Commercial) Limited Recruitment, 263a Tarbock Road, Huyton, L36 0SD** or by Email to **recruitment@kdc.org.uk** |