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| **KICKSTARTER**  **APPLICATION FOR EMPLOYMENT** | | | |
| **Please note, you must be between the ages of 16 to 24 and on Universal Credit to apply for this Kickstart Scheme.**  Applications will only be accepted on this official application form or online. CV’s will not be accepted.   * Please complete ALL sections * Send your completed application by email to [woof@dogfuriendly.com](mailto:woof@dogfuriendly.com) by the deadline of **11pm on 16th April 2021.** Late applications will not be accepted. * Please title your application documents with your name. * Note that we can only accept documents in word format.   The information provided in this application form will be used to assess your application at the shortlisting stage. Please demonstrate, in the boxes provided, how your skills and experience meet the criteria specified on the job description. | | | |
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| 1. **PERSONAL DETAILS** | | | |
| Last name |  | First name |  |
| Address | | Date of Birth |  |
|  | | Tel No (mobile): |  |
| E-Mail: |  |

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| If you are not a British passport holder, or you do not have the permanent right to remain in the UK, you will require a work permit. | | |
| Do you need a work permit to be employed in the UK? | Yes | No |
| Are there any dates when you will not be available for an interview? | Yes | No |
| If so, please provide details: | | |
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| PRESENT OR LAST EMPLOYMENT | | | | | | | | | |
| Position held |  | | | | | | | | |
| Name of Employer |  | | | | | | | | |
| Employer’s Address | | | Start Date | | | | |  | |
|  | | | End Date (if applicable) | | | | |  | |
| Current Salary | | | | |  | |
| Description of duties | | | | | | | | | |
|  | | | | | | | | | |
| Reason for leaving or wishing to leave | | | | | |  | | | |
| Current notice period | | | | | |  | | | |
| **3. ANY PREVIOUS EMPLOYMENT** | | | | | | | | | | |
| Name of Employer | | |  | | | | Position held | |  | |
| Employer’s Address | | |  | | | | | | | |
| Start date | | |  | | | | End date | |  | |
| Reason for leaving | | |  | | | | | | | |
| Description of duties | | | | | | | | | | |
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| Name of Employer | | |  | | Position held | | |  | |
| Employer’s Address | | |  | | | | | | |
| Start date | | |  | | End date | | |  | |
| Reason for leaving | | |  | | | | | | |
| Description of duties | | | | | | | | | |
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|  | | | | | | | | | |
| Name of Employer | | |  | | Position held | | |  | |
| Employer’s Address | | |  | | | | | | |
| Start date | | |  | | End date | | |  | |
| Reason for leaving | | |  | | | | | | |
| Description of duties | | | | | | | | | |
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| (Please use continuation sheet if necessary.) | | | | | | | | | |
| **4. SUPPORTING STATEMENT** | | | | | | | | | |
| This information is used in the shortlisting of candidates for interview. Using the Essential Skills and Desirable Skills contained in the Person Specification, please give details of how your skills and experience meet the requirements of this post, ensuring that you address each of the points listed as essential. This could include relevant information regarding work experience, voluntary work or hobbies. | | | | | | | | | |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | EDUCATION AND PROFESSIONAL QUALIFICATIONS(Original documents as proof of qualification may be required at interview) | | | | | | Secondary School / College / University | Dates | | Type of Exams (GCSE, Alevel etc) | Result | | From | To | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  | | | | |  |  | | --- | | Professional qualifications currently held: how obtained, grade and date | |  | |  | | Other relevant education or training courses, with dates | |  | | | | |
| DRIVING | | |
| Do you hold a current driving licence? | Yes | No |
| Do you have access to a car? | Yes | No |

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| 1. **DISABILITIES** | | | | |
| If selected for interview, do you have any access requirements? | Yes | | | No |
| If “yes”, please provide any information that you feel would help us to accommodate your needs during your Zoom interview. | | | | |
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| 1. **REHABILITATION OF OFFENDERS ACT 1974** | | | | |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act and are not minor motoring offences? | | Yes | No | |
| If yes, please provide further details: [spent convictions do not have to be declared] | | | | |
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| Your post may be subject to Enhanced Disclosure with the Disclosure and Barring Service (DBS). If this is the case, it will be indicated on the person specification. If your post is subject to disclosure, and the disclosure reveals something that is not to the employer’s satisfaction, your employment will be terminated. If you know of any reason why you would not achieve a successful Enhanced Disclosure from the DBS please provide details on a separate sheet and attach to your application in a sealed envelope marked “CONFIDENTIAL”. | | | | |

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| 1. **References**   (Please provide two references, one should be from your current or most recent employer and one from a previous line manager or member of academic staff. If you do not have sufficient work experience a reference from someone who knows you in a formal capacity will be acceptable. We are unable to accept references from friends or family) | | | | | | | | |
| Title (Mr, Mrs, Ms etc.) | |  | | Title (Mr, Mrs, Ms etc.) | | |  | |
| Full name | |  | | Full name | | |  | |
| Job title | |  | | Job title | | |  | |
| Organisation | |  | | Organisation | | |  | |
| Address | |  | | Address | | |  | |
|  | | | |  | | | | |
| Tel no |  | | | Tel no |  | | | |
| Email |  | | | Email |  | | | |
| 1. **Declaration** | | | | | | | | |
| I declare that the information given in this application form is true and complete. I understand that if I have knowingly given any misleading information on this form or made any omissions, this will be sufficient grounds to disqualify me from the application process, and if discovered after employment has started, may lead to dismissal | | | | | | | | |
| Signature: | | |  | | | | | |
| Name: | | |  | | | Date: | |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the General Data Protection Regulations and will be processed solely in connection with recruitment. | | | | | | | | |