**Applicant Statement**

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| **Job applied for:** |  | |
| **Job reference number:** |  | |
| How did you hear of this job? | | Choose an item. |
| If you selected other, please specify | |  |

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| **How can we contact you about this application?** | | |
| Name |  | Title |
| Email |  | |
| Telephone |  | *Choose one* |
| Address |  | |

Thank you for your interest in working for West Kent. As well as providing your CV, please use the space below to tell us how your knowledge, skills and experience match West Kent’s person details and the pages providing other information we need to consider your application. Please also complete the equal opportunities data to help us monitor our Equality and Diversity policy.

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| **How my knowledge, skills and experience match West Kent’s person details** |
| *We shortlist by checking this statement and your CV against the person details we have specified. You can find the person details with the other information about this job on our website.* |

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| **Any specific requirements we need to know?** | |
| Please let us know of any specific arrangements you require if you’re invited to interview, for example to make reasonable adjustments for disability. |  |

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| **Additional information** | | | |
| Do you have any pre-booked holiday or other commitments in the next six months? | *Confirm yes/no* | If you selected yes, please confirm the dates. |  |
| Notice period with current employer |  | | |

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| **Qualifications relevant to the job** | |
| Please confirm that you have the relevant qualification(s) specified in our person details. You will be required to provide proof of any qualifications at interview. | *Please confirm* |

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| **Rehabilitation of Offenders Act 1974** | |
| West Kent is committed to recruiting professionals from all areas of the community including  ex-offenders.  Please declare below if you have any "unspent" criminal convictions.  If you are applying for a job which requires an enhanced disclosure and barring service (**DBS**) check, you must also declare any "spent" convictions or other criminal record.    We will only take this into account if we are permitted to do so by law, under the Exception Order to The Rehabilitation of Offenders Act 1974.  This will include where the job involves carrying out "regulated activity" either with children or vulnerable adults. If you’re unsure of whether a conviction should be disclosed, please check [www.nacro.org.uk](http://www.nacro.org.uk).  **Failure to declare a conviction may result in your exclusion from the application process and/or termination of any work if the offence is not declared but later comes to light.** | |
| Do you have any spent or unspent criminal convictions? | *select* |
| If yes, please provide details on a separate sheet marked CONFIDENTIAL and submit it with this form. | |

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| **Asylum & Immigration Act 1996** | | | | |
| We have a legal responsibility to verify your immigration status and eligibility to work in the UK under the terms of the Asylum & Immigration Act 1996. Proof will be required at interview. | | | | |
| I confirm that I’m entitled to work in the UK | | Choose an item. | | |
| Proof of eligibility | *Confirm yes/no* | If visa what is the date of expiry. | |  |
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| **Reference** | | | | |
| Please provide the full contact details of your current or most recent employer. If you do not have a work referee, please consider someone who has known you for five or more years. Please confirm the nature of the relationship with your proposed referee. This should not be a relative. We will ask for the reference if we offer you the job. | | | | |
|  | Current or most recent employer/university/college/school | | | |
| Full name |  | | Title | |
| Position |  | | | |
| Organisation |  | | | |
| Relationship to you |  | | | |
| Email address |  | | | |
| Address |  | | | |
| Contact telephone no. |  | | | |

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| **Connections with West Kent** | |
| We use this information to make sure our recruitment and selection process is fair and robust. If you answer ‘yes’ to this question, we may need to vary our recruitment arrangements to ensure we are, and are seen to be fair and proper in our decisions. Where the connection is with a board member, the Chief Executive or an executive director, the general presumption will be often against offering employment. | |
| Do you have a close connection[[1]](#footnote-1) to a board member, a member of staff or an involved resident of West Kent? | *select* |
| *If so please give details;* | |
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| **Declaration** | |
| Is there anything in your employment history that you could reasonably draw to West Kent’s attention, which if it subsequently came to light, and West Kent was unaware of the matter, could bring West Kent into disrepute?  If yes, please provide details on a separate sheet marked CONFIDENTIAL and submit it with this form. If you are in doubt, please contact the Human Resources team. | *select* |
| * I confirm that the information given is true and correct. * I understand that any offer of employment is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevant information may lead to my application being disqualified, the withdrawal of a job offer, or, if I’ve been appointed, to my dismissal. * I understand that social media vetting may take place.   Signed Date | |

Please return this supporting information and your cv to [recruit@wkha.org.uk](mailto:recruit@wkha.org.uk) or by post to Human Resources, West Kent Housing Association, 101 London Road, Sevenoaks, Kent TN13 1AX

Equal opportunities data

We will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is, we’ve set up a system of monitoring all job applications. We’d be grateful if you would complete the questions on this form. We’ve asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

This information will be treated in confidence and won’t be seen by staff directly involved in the selection. The questionnaire will be detached from the other application information, stored separately and used only to provide statistics for monitoring purposes. If you are successful in your application this data will then be stored in the Human Resources database and ued for Equality and Diversity reporting in line with our Equality and Diversity policy.

Thank you for your assistance.

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| **Job applied for:** |  |
| **Name** |  |

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| **Date of birth** | *Click here to enter your date of birth* |

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| **Gender** | *Please select one from the drop down menu* |

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| **Ethnic origin** | *Please select from the drop down menu* |

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| **Religion** | *Please select from the drop down menu* |

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| **Disability** | The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities. Do you have a long term health condition or disability, which affects your day-to-day living?  *Please select yes or no*  If yes, please indicate which categories best describes your disability.  *Please select from the drop down menu* |

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| **Sexual orientation** | *Please select from the drop down menu* |

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| **Marriage or civil partnership** | *Please select from the drop down menu* |

1. Close connection would be someone who is a family member or with whom you are in regular or irregular contact over a period of time who is more than an acquaintance [↑](#footnote-ref-1)