

**Guidance sheet**

**Please read through the following guidelines before completing the application form.**

* Complete all sections of the form.
* Make sure you are applying for a Kickstart placement that is right for you and will ensure that you are gaining the skills, experiences and knowledge needed for your future career goals.
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

**To complete your application:**

* Where possible all applications should be typed in this Word document. If you do not have access to a computer. We will accept handwritten applications, but they must be clear and in black ink.
* Ensure you clearly state the job title you are applying for, if you are applying for several placements you will need to complete an application for each role.
* In the ‘Employment history’ section you must state why you have left a position.
* Always explain any gaps in work history.
* If you do not have any previous work experience, please outline any skills gained during personal or academic experiences. Please include this in the supporting information section.

**References**

Employers will only contact your proposed referees once you have been interviewed and provisionally offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, they will take up references with named individuals who know you in a professional capacity. Please do not put down family members or people you live with as referees.

Employers may only confirm a job offer once they are satisfied with the information received from your referees.

**Supporting Information**

This section provides you with an opportunity to tell the employer why you think you are suitable for this position. It is important that you complete this section as this will give employers a better understanding of you as an individual.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* Do not be afraid to state what skills, experience and qualifications you would like to gain.
* **Your supporting statement should be a maximum of 250 words and a maximum of 250 words regarding the skills.**
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim for the day before the deadline.

**All applications should be sent back to** **Kickstart@walthamforest.gov.uk**

Finally, good luck with your application and thank you for your interest in the Kickstart Scheme. 

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| Job application form |

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| Vacancy title: |       |
| Please tell us how you heard about this vacancy: |       |

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| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name: |       | **First name:** |       |

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| --- | --- |
| Address: |       |
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| Postcode: |       |

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| --- | --- | --- | --- |
| **Home Telephone No.**  |       | **Daytime Contact No.** |       |

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| **E-mail address:** |       |

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| **National Insurance No.** |   |   |   |   |   |   |   |   |   |

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**Date of Birth.**

**Due to the eligibility criteria of the Kickstart Scheme being for 16-24 year olds, employers will need your Date of Birth to ensure they are able to drawdown funding through the duration of placements.**

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| **Driving Licence** Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |

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|  **Preferred hours** |

### As part of the Kickstart Scheme you will need to be able to work 25 hours a week for six months, in some roles this will include Weekends or Evening depending on the role, the below information will ensure that employers are able to work flexibly across the week and will need to know when other commitments mean you could not be available to work:

Please tick when you are **unavailable**:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

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| Education/Qualifications |

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| --- | --- | --- | --- |
| **School (11+)**  | **Study dates** | **Qualification** **and Grade** | **Date obtained** |
|       |  |  |  |
| **College/University** | **Study dates** | **Qualification** **and Grade** | **Date obtained** |
|       |       |  |       |
| **Ongoing Professional Development** | **Study dates** | **Qualification** **and Grade** | **Date obtained** |
|       |       |  |       |

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| **Training and Development** |
| Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.  |

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| **Training Course** | **Course Details** **(including length of course/nature of training)**  |
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| **Current Membership of any Professional Body/Organisation** |
| Please give details:       |

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| Employment history |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

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| Name of employer: |       |

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| Address: |       |
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| Postcode: |       |

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| Position held: |       |

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| Date started: |       | Leaving date: |       |
| Reason for leaving: |       |

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| **Brief description of duties:** |
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**Previous employer**

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| --- | --- |
| Name of employer: |       |

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| --- | --- |
| Address: |       |
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| Postcode: |       |

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| Position held: |       |

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| --- | --- | --- | --- |
| Date started: |       | Leaving date: |       |
| Reason for leaving: |       |

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| **Brief description of duties:** |
|       |
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Continue on separate sheet if necessary

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| Information in support of your application |
| **Skills, abilities and experience (250 Words)**Please use this section to demonstrate in no more than 250 words, why you think you would be suitable for the Kickstart role you are applying for. Please include all relevant information and explains whether this was obtained through formal employment, education, voluntary, leisure activities or your personal life. Attach and label any additional sheets used. See guidance sheet for further information. |
|       |
| Continue on a separate sheet if necessary |

**Skills, abilities and experience you would like to gain (250 Words)**

Please use this section to demonstrate in no more than 250 words, what skills, abilities and experience you would like to develop during a six-month Kickstart placement. This can include formal training, qualifications and soft skills. this will help employers to develop a training plan if you are successful.

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| Convictions/ Disqualifications |

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| A criminal record will not necessarily be a bar to obtaining a position with Kickstart employers. If a check is returned and reveals any information, this will be discussed with the applicant.  |
| Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986**Have you been convicted of a criminal offence or been the subject of a conditional discharge or probation order.****YES/NO** **If yes, please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview, and any tests).   |
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|  Reasonable adjustments/Arrangements for interview |

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| **Please contact us if you need the application form in an alternative format including large print.** |

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are?

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If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

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| References |

Please give the detail of **two** references – see guidance sheet for further information.

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| Name of referee and relationship to you: |       |

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| Address: |       |
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| --- | --- |
| Postcode: |       |

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|  | **Email:**      **Tel:**      |

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| --- | --- |
| Name of referee and relationship to you: |       |

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| Address: |       |
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| Postcode: |       |

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|  | **Email:**      **Tel:**      |

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|  Declaration |

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| Statement to be signed by the applicantPlease complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.With the nature of the Kickstart Scheme, the London Borough of Waltham Forest and its partners will have no say in recruitment processes, this will be solely down to Kickstart Employers. The London Borough of Waltham Forest and its partners will ensure that all completed applications are submitted to hosting Kickstart employers, this will not include **Equal Opportunities Monitoring Forms**. The Equal Opportunities Monitoring Form will only be used to collate data on the performance of the Kickstart Scheme in Waltham Forest and improve delivery over the next 12 months.By ticking the box, you have agreed that we can share information that you have supplied on this application with potential employers (this will not include the equal opportunities monitoring form). [ ] We will hold information on a secure digital database to demonstrate the performance of the scheme and to help support individuals to progress into employment or training opportunities. I agree the London Borough of Waltham Forest and it’s Kickstart partners can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR). Full information can be found at: <https://www.walthamforest.gov.uk/content/your-data-privacy-rights>**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading by a Kickstart Employer, any offer of employment may be withdrawn or employment terminated.**  |

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| Signed: |  | **Date:** |       |
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##### Your completed application should be sent back to Kickstart@walthamforest.gov.uk



**Equal opportunities monitoring form**

This information will be separated from your application form upon receipt. It is not part of your application and will not be used in any part of the employer’s selection process. We are striving to be an equal opportunities borough and supporting businesses in challenging discriminatory practices. In order to have accurate information about our performance and ensure that the Kickstart Scheme is supporting individuals from all demographic backgrounds in applying for Kickstart placements. We would be grateful if you would complete this monitoring form and return it with your completed application form. The information will be stored anonymously and confidentially.

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| 1 | **Ethnicity** (please use x to mark your answer) |
| **Asian or Asian British** |  | **Mixed** |
| **Bangladeshi** |  | **White and Black Caribbean** |  |
| **Indian** |  | **White and Black African** |  |
| **Pakistani** |  | **White and Asian** |  |
| **Any other Asian background****(please specify)** |  | **Any other mixed background** **(please specify)** |  |
|  |  |
| **Black or Black British** | **White** |
| **African** |  | **British** |  |
| **Caribbean** |  | **Irish** |  |
| **Any other black background** **(please specify)** |  | **Any other white background (please specify)** |  |
|  |  |
| **Other ethnic group** |  |  |  |
| If you would like to further describe your ethnicity, please do so here: |
|  |
| If you would prefer not to give your ethnicity, please put x in the box |  |

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| --- | --- | --- |
| **2** | **Date of Birth:** | MM/YYYY |

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| --- | --- |
| **3** | **Gender** – how would you describe your gender? |
| Male |  | Female |  |
| If you would prefer to use your own term please provide it here |  |
|  |
| **4** | **Gender identity** - is your gender identity the same as the gender you were assigned at birth? |
| Yes |  | No |  |

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| --- | --- |
| **5** | **Sexual orientation** |
| Heterosexual  |  | Gay man |  |
| Gay woman/lesbian |  | Bisexual |  |
| If you would like to further describe your sexual orientation, please do so below: |
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| **6** | **Do you consider yourself to be a person with a disability?** Under the Equality Act 2010 a person is classified as disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.  |
| Yes |  | No |  |
| If you would prefer not to say please put x in the box |  |
| **7** | **Are you a carer?** A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.  |
| Yes |  | No |  |