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The **Growing Older, Planning Ahead** project

Research Assistant **Application Form**

**Job Reference: 8008270**

|  |  |
| --- | --- |
| To apply for this job, you need to fill in this form.  If you need any help or have questions about filling in the form, you can telephone or email someone in the Human Resources department at Kingston University.  Their contact details are at the top of this form.  Before you apply for this job, please read the **Job Description.**  Look carefully at page 4: **The person we are looking for.**  This job is only open to people with learning disabilities who can tick all the boxes.  **Do you have a learning disability? YES □ NO □** | |
| **About you** | |
| **Title** (eg Mr, Ms) |  |
| **First Name** |  |
| **Surname or Family Name** |  |
| **Street address** |  |
| **Town** |  |
| **Postcode** |  |
| **Telephone number *(mobile is best)*** |  |
| **Email address** |  |
| **National Insurance Number** |  |
| **Are you allowed to work in the UK? YES □ NO □** | |
| **Is it best to contact you directly? YES □ NO □**   * If you have answered NO, please provide the name and contact details of the person we can contact on your behalf. * If you have answered YES, leave this section blank. | |
| **Contact person** | |
| **Name** |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship to you** |  |
| **Paid jobs you’ve had before** | |
| Start with your last job.  If you haven’t had a paid job before, you can leave this blank. Don’t worry, you can still apply for this job. | |
| **Your last job** | |
| **Job title** |  |
| **The organisation that employed you** |  |
| **The date when you started this job** |  |
| **The date when you finished this job** | (if you are still doing the job, you can leave this blank) |
| **What you did in this job** |  |
| **Your before-last job** | |
| **Job title** |  |
| **The organisation that employed you** |  |
| **Date when you started this job** |  |
| **Date when you finished this job** |  |
| **What you did in this job** |  |
| **About your education** | |
| Tell us where you’ve been to school, college, university, etc. If you haven’t been to school or college, you can leave this blank. | |
| **Education 1** | |
| **Name of school or college** |  |
| **Date when you started** |  |
| **Date when you finished** |  |
| **Qualification** |  |
| **Education 2** | |
| **Name of school or college** |  |
| **Date when you started** |  |
| **Date when you finished** |  |
| **Qualification** |  |
| **References** | |
| Tell us the names and contact details of 2 people who can provide a reference for you. If you have a job at the moment, one of these should be your manager. | |
| **Referee 1** | |
| **Name** |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **How do you know this person?** |  |
| **Referee 2** | |
| **Name** |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **How do you know this person?** |  |
|  | |
| **Why you are good for this job** | | |
| In the space on the next page, please say why you think you would be good for this job. Do not write more than 500 words. You should write about:   * Why you want this job * Things you have already done that would help you in this job * Your skills and strengths that would help you to do this job well * Anything else you think is important to tell us | | |
| **Why I am good for this job:** | | |
| **Criminal convictions** | | |
| To apply for this job, you must tell us about any unspent criminal convictions you may have. This information will be kept confidential.  Whatever you do declare, it is still possible that you will be considered for this job.  If you are offered this job, you will also have a Disclosure and Barring Service (DBS) check to make sure you can work on the project.  **Do you have a criminal conviction to declare? YES □ NO □**  If **yes**, please complete the table below.   |  |  |  | | --- | --- | --- | | **Offence** | **Date of conviction** | **Sentence** | |  |  |  | |  |  |  | |  |  |  | | | |
| **Your signature** | | |
| * I certify that the information on this form is correct. * I agree that Kingston University might check this information. * I agree that Kingston University can process and keep the information on this form during shortlisting and interviews, and if I get the job. * I agree that Kingston University can process and keep the information on this form to help them with their work on equal opportunities.   **Name:**  **Date:**  (your name can be used instead of a signature on this form) | | |
| When you have filled in this application form, please email it to [HR@kingston.ac.uk](mailto:HR@kingston.ac.uk)  *If you have printed this form out in order to fill it in, please email us a scanned copy.* | | |