**Application form**

**Please complete and return this form AND the recruitment monitoring form by email to the following address: kickstart@historicengland.org.uk**

All applications will be acknowledged within seven working days of receipt.

**I confirm I am between the ages of 16 - 24, am registered for Universal Credit and have been referred by my Job Centre.**

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| --- | --- |
| Role applied for |  |
| Job Reference Number (If known) |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| Email address |  |
| Your unique Introduction I.D Number (supplied via the Job Centre / Work Coach) |  |

**QUESTIONS**

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| What is it that interests you about our organisation – why do you want to work here? (Your answer should be no more than 200 words.) |

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| What would you like to learn from your Kickstart placement? (Your answer should refer to the role description and be no more than 200 words.) |
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| What skills, interests and experience could you bring to us that you feel would benefit you in your placement? (Your answer should refer to the role description and be no more than 200 words.) |
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**EDUCATION**

Please tell us about your education.

* If you left school with qualifications, what were they and what were your grades?
* If you undertook further study (e.g. college, university), where did you do this and what did you study?
* Do you have any other relevant qualifications, or have you completed other training you'd like to tell us about?

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**WORK HISTORY**

Please list any jobs or work experience (either paid or unpaid) you have had, starting with the most recent. Tell us:

* what you did
* the dates you started and finished the job
* the reasons you left

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**OTHER**

Is there anything else you want to tell us or think we should know?

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**REFERENCE**

Please provide details of a person not related to yourself who is able to provide a reference about your suitability for this job, for example teacher, volunteer supervisor or employer.

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| --- | --- |
| Name of referee |  |
| How do they know you? |  |
| Phone number |  |
| Email address |  |
| Can we contact them before offering you a placement | Yes / No (Delete as appropriate) |

**DISCLOSURE OF CRIMINAL CONVICTIONS**

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| The presence of a criminal record will not necessarily prevent employment but failure to disclose convictions will result in the withdrawal of your placement. Please make the following declaration and tick the appropriate box. |
| I have nothing to declare. |
| I have information to declare and I have attached details. |

**DISABILITY**

We will make reasonable adjustments to the recruitment and selection process (and to the placement for successful candidates) The Equality Act 2010 defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities. Taking this information into account, please let us know if there is anything we can do to make a more comfortable interview / placement for you if you are shortlisted / successful.

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**DECLARATION**

To the best of my knowledge and belief, the information given in this application is accurate. I understand that if I am appointed to this role, and it is later discovered I have given false information, the training agreement could be ended immediately.

By completing this form, I accept that my data will be processed by Historic England as well as the Department for Work & Pensions.

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| --- | --- |
| Signed (type in your name if submitting digitally) |  |
| Date |  |