



Employment Application Form

1. Completing and returning the Application Form

Please complete the Application Form and return it by email at jobs@kentfa.com by **midnight on Sunday, 22nd February 2026**. Applications received after this time will only be considered in exceptional circumstances. Please do not PDF this document.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

2. Position applied for

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3. Personal Details

First Name(s)			
Last Name		Mr/Ms or preferred title	
Postal address			
Post Code			
Email Address			
What is your preferred contact method? (phone, email, text other)			
What is the best phone number to contact you on?			
What is the most convenient time of day to contact you by phone?			
Are you eligible to work in the UK?			
Do you hold a full driving licence?			
If you have any requirements in respect of the recruitment or interview process, please provide details.			
Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. Do you have any convictions, cautions or reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?			
Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974 (You do not need to declare anything that is deemed ‘spent’)?			



Start this section on a separate page.

Office Use Only	
Applicant Number	

4. Employment and Volunteering History

Please complete the table below, starting with your current or most recent job or voluntary position.

Start date	End date	Employer/Organisation Name & Address	Job/Role Title	Brief Description of Duties

Please insert additional rows in the table above if required.

5. Qualifications



Please provide details of your qualifications achieved in the table below. (Please note that you may be asked to provide evidence of any qualifications achieved that are directly relevant to this role.)

For GCSEs or equivalent, there is no need to include each subject on a separate line (see example below).

Dates	Qualification and Subject	Grade achieved	School/College/University/Training Provider Name
1991	<i>6 GCSEs, including Maths and English</i>	<i>4 x A's and 2 x B's</i>	<i>High School Name</i>

Please insert additional rows in the table above if required.

6. Training courses, Registrations or Memberships.

Please provide details of any training courses you have attended or professional registrations you hold that are not covered above (e.g., First Aid).

Training course/registration/membership	Training provider/awarding body/organisation	Date attended/achieved

7. Explain how you meet the requirements outlined in the job description.

Referring to the **Job Purpose(s)** and **Responsibilities** sections of the job description, provide examples from your experience at work, as a volunteer or in education demonstrating that you can succeed in this job. (You can use bullet points in this section if you wish.)



8. Explain how your skills, knowledge and experience match the requirements outlined in the person specification.

Referring to the **Person Specification** section of the job description, provide examples that demonstrate that you have the skills, knowledge, and experience relevant to this job. (You can use bullet points in this section if you wish.)



9. How do you demonstrate the values of Kent FA?

We work at Kent FA based on the values outlined in the job description. Please provide examples of how you have demonstrated these values in your work or everyday life.

10. Accessibility



Kent FA is committed to ensuring that all applicants can access the application and selection process for this role. Please detail in the box below any adjustments you require to the selection process (including interviews) should your application progress to the next stage.

11. References

Any offer of a role will be subject to receipt of 2 satisfactory references. Please provide the details of 2 referees who agreed to provide a reference. Your first referee must be your current or most recent employer.

Your second referee should be a different employer, a representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment.

Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.

	First Referee	Second Referee
Name		
Job Title		
Email address		
Telephone		
Postal address		
Relationship to you		
Do you give permission for us to request a reference if you are offered a position? (yes/no)		

12. Declaration



I consent to the storage of personal data contained within this form for the purposes of this application process only.

I can confirm and declare that, to the best of my knowledge, the information provided on the form is complete, accurate, and not misleading.

Signature	
Date	