

SIGNED DECLARATION of NOTIFICATION, INFORMATION and UNDERSTANDING of  
your RESPONSIBILITY TOWARDS :

**WORKING TIME REGULATIONS 1998**

*Full Working Time Regulations are available upon request. An abbreviated version can be found in KTM Care Ltd's Personnel Manual (Pages 143 – 144) and KTM Care Ltd's Staff Hand Book (Pages 16 – 17)*

KTM Care Ltd's Working Practices, Policies and Procedures are organised to comply with legal requirements and is committed to ensuring that all workers work less than an average of 48 hours per week over the reference period used by the Company of 17 weeks

The Working Time Regulations were introduced on 1<sup>st</sup> October 1998 and working hours in the UK are now governed by Statute

Employers are required to take 'all reasonable steps' to ensure that the limits to working time are not exceeded, this includes enquiring whether a person is working elsewhere and as such, all applicants (prospective employees) are therefore asked to declare all other employment

**Please complete and sign either Section One or Section Two below**

**SECTION ONE - NO OTHER EMPLOYMENT**

I confirm that I do **NOT** have any other employment

Signed : \_\_\_\_\_ Print Name : \_\_\_\_\_ Date : \_\_\_\_\_

**SECTION TWO - OTHER EMPLOYMENT**

All other employment that I intend to continued, if successfully appointed, is detailed below

Job Title	Weekly Hours	Start Time	End Time

**Please note : weekly hours must specify total regularly worked including overtime**

Signed : \_\_\_\_\_ Print Name : \_\_\_\_\_ Date : \_\_\_\_\_