

Job Application Form - Confidential

Please complete all four pages of this job application and use black ink as this form may be photocopied  
Once you have completed this form please sign the 'Statement of Truth'

Application for appointment as \_\_\_\_\_

**1 Personal Details :**

Surname	First Name(s)		
Address	Telephones		
	(Home)		
	(Business)		
Postcode	(Mobile)		
Marital Status	Email Address		
National Insurance Number	Driving Licence	Yes	No
	Convictions	Yes	No

**2 Do you have the right to work in the UK ?** Yes No

**3 Do you require a work permit ?** Yes No

(if 'Yes' specify your Home Office entry status in a covering letter (eg what type of Visa you have obtained to gain entry into the UK) and enclose a copy of your Visa or Work Permit

**4 Education :** Please give details of all your qualifications including professional. Proof of professional qualifications / status will be required before an appointment is made

Dates		School, College or University	Subjects Taken	Qualifications
From	To			

**5 Specialist Training and Skills (including Languages, Keyboard skills etc) :**

Year	Organising Body and Title	Brief description of Course content	Certificated	
			YES	NO

**6 Other relevant Training Courses completed : (including one day courses)**

Year	Organising Body and Title	Brief description of Course content	Certificated	
			YES	NO

**7 Employment History :** Please list your employment history (including voluntary, holiday, home based, part time) starting with your present or last employer since completing full time education. Provide details of any gaps in your employment history in a covering letter explaining length of time and reason for unemployment. Please provide full contact details of previous employers

Employers name and address	From	To	Job title and brief description of duties and responsibilities	Rate of pay at leaving date	Reason for leaving

**8** Together with the job profile, personal specification and the skills, knowledge, experience and achievements you gained during the course of your previous employment summarise how you meet the criteria and feel your experiences are relevant to your suitability for the role you are applying for

**9** Period of Notice in current employment ? \_\_\_\_\_

10 **Have you any holidays booked ?** Yes No  
**If 'Yes' please give dates :** \_\_\_\_\_

11 **Leisure interests and hobbies :**

12 **References :** Please give the names of three people who may be approached for a reference. These must include the following : your present or most recent employer, or school / college / university if you have not been in employment and a personal referee. Please state in what capacity you know each of the below

	One	Two	Three
Name			
Position			
Company Name			
Address			
Postcode			
Telephone			
	Can we take up this reference before an offer is made ? YES / NO	Can we take up this reference before an offer is made ? YES / NO	Can we take up this reference before an offer is made ? YES / NO

13 **Unavailable dates :** Please tell us of any dates when you will not be able to attend an interview :

14 **Rehabilitation of Offenders Act (Exceptions) Order 1975**

Attached is KTM Care Ltd's CRB and Recruitment of Offenders Policy. Please read this document.

Sign your understanding, agreement and acknowledgement that you have read and understand this Policy.

Signed : \_\_\_\_\_ Dated : \_\_\_\_\_

Please circle the appropriate answer below :

Have you been convicted of any criminal offences, or received a police caution or warning ?

**Yes**                      **No**

If you are selected you will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau (including SoVA, SoCA and ISA)

**Please note : Failure to disclose information where asked for could result in subsequent dismissal or disciplinary action if you were appointed**

**15 Health Statement :**

After completing the above job application I hereby confirm that I am physically and mentally able to perform all the requirements for the job applied for and will disclose any medical information relating to my ability to work as expected at time of interview

**16 Recruitment :**

Employees will be recruited on the basis of their qualifications and experiences to do the work to be performed, regardless of sex, sexual orientation, marital status, race, colour, ethnic or national origin, religion or belief, political opinion, age, disability and union membership status. However before any firm offer of employment is confirmed you will be required to complete a Criminal Records Declaration

We comply with the DATA Protection Laws in the United Kingdom and take all reasonable care to prevent any unauthorised access to your personal data. We have a responsibility to keep your information confidential and will only use it for the purposes of recruitment and employment. Your personal information will not be passed to any third party without your consent or lawful excuse

Any offer of employment by will be subject to receipt of References, a Criminal Records Bureau Enhanced Check (and when necessary Registration with the Independent Safeguarding Authority) and / or Medical Report which are satisfactory to us

**17 Statement of Truth :**

It is understood that any offer of employment will be made on the condition that the above information is true to the best of my knowledge and belief. I accept that if I am offered and accept employment and it subsequently emerges that I have deliberately provided false information then this may result in my dismissal. I also expressly consent to you contacting the various educational and / or training organisations I have attended for the purpose of verifying the information that I have provided in this form

**Applicants Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Do you have any relatives, friends or known associates working for KTM Care Ltd ?**

**Name :** \_\_\_\_\_ **Relationship :** \_\_\_\_\_

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**Name :** \_\_\_\_\_ **Relationship :** \_\_\_\_\_

**This Application Form will be destroyed should your application be unsuccessful**