

Application for Employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. For the digital version: please write within the Highlighted yellow segments of the document.

Position applied for:

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?
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1 Personal Details:

Title: Forename(s): Surname: Home Address: Postcode: National Insurance Number: Home Telephone:	Mobile: Email Address: UK Driving Licence: Manual Auto None Date of issue: Car Owner: Any Current Endorsements? Any Motoring Prosecutions Pending?
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2 Do you have the right to work in the UK?	Yes	No
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3 Do you require a work permit?	Yes	No
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(If 'Yes' specify your Home Office entry status in a covering letter (e.g. what type of Visa you have obtained to enter the UK) and enclose a copy of your Visa or Work Permit)

4 **Education:** Please give details of all your qualifications including professional (continue on separate sheet if required). Proof of professional qualifications/status will be required before an offer 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 & Course Title	Brief Description of Course Content	Certificated? Yes or No

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

Year	Organising Body & Course Title	Brief Description of Course Content	Certificated? Yes or No

7 **Employment History:** Please list your **full** 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.

Name & Address of Employer	From	To	Job Title & Brief Description of Duties	Rate of Pay at Leaving Date	Reason for Leaving

8 An Introduction to You: Please write a couple of sentences introducing yourself to the company (this may be used on the company website if you are successful). This can also include why you are interested in the vacancy and anything else you think may support your application.

9 Period of Notice in current employment?

10 Do you 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 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 referees.

	<u>Employment</u>	<u>Employment</u>	<u>Personal</u>
Name:			
Relationship to you:			
Position:			
Company Name:			
Address:			
Postcode:			
Telephone:			
Email:			
	Can we apply for this reference before an offer is made? YES / NO	Can we apply for this reference before an offer is made? YES / NO	Can we apply for this reference before an offer is made? YES / NO

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

14 Rehabilitation of Offenders Act (Exceptions) Order 1975

Attached is KTM Care Ltd.'s DBS & Recruitment of Offenders Policy. Please read this document and sign below confirming that you have read and understand this Policy.

Signed: _____ **Dated:** _____

15 List any criminal convictions other than 'spent' convictions. If none, state 'None'. (The information provided will be confidential and will be considered only in relation to this application. If your application is successful, an Enhanced Disclosure from the Disclosure & Barring Service, including SoVA, SoCA and ISA will be applied for).

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

Name:		Relationship:	
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Name:		Relationship:	
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Name:		Relationship:	
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17 Health Statement:

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.

18 Recruitment:

Employees will be recruited based on 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.

19 Privacy Notice:

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required. This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately. If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Any offer of employment by will be subject to receipt of references and a Disclosure & Barring Service Enhanced Check (and when necessary, Registration with the Independent Safeguarding Authority).

20 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 or have failed to disclose information where asked for, 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.

Signed: _____

Dated: _____

This Application Form will be destroyed should your application be unsuccessful