

# Application for employment

Please complete all sections in BLACK ink.

For official use only

Candidate ref. no.
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## Details of post

Post applied for

Job ref. no.

Department/section

Location

## Personal details

Surname

Preferred title

Forename(s)

Home tel. no.

Address

Postcode

Work tel. no.

Mobile

E-mail

Are you related to any current member of Knights Home Care Services Ltd staff? YES  NO

Have you ever worked for Knights Home Care Services Ltd before? YES  NO  AS AN AGENCY TEMP

Do you possess a current driving licence? YES  NO

## Education and other training

University/College	From	To	Qualification achieved/expected

Secondary school(s)	From	To	Subjects and grades achieved/expected

Please give details of any other relevant training and professional membership.

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## Present Employment

Employer's name and address

Your job title and main duties

Date started in this post

Current salary/wage

## Previous employment

Please list your full employment history in date order, starting with the most recent. Any breaks should be explained.

Employers name and address	From	To	Job title and main duties	Reason for leaving

## References

Please be aware that named referees will be contacted if your application is successful. These should be your last two employers.

Name	<input type="text"/>	<input type="text"/>
Job title	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Tel. no.	<input type="text"/>	<input type="text"/>

## Supporting Information

Based on the job description, please summarise the knowledge, skills and experience you have that are relevant to this post.  
If necessary, continue on a separate sheet.

# The Asylum and Immigration Act 1996

Please state your nationality

Do you have a valid permit or visa allowing you to work in the UK? YES  NO  NOT APPLICABLE

If you have answered YES or NO, please give details.

## Criminal offences

You *must* answer either Section A or B.

Disclosure of a criminal offence does not automatically exclude applications from consideration.  
Minor traffic offences resulting in fixed penalty fines need not be disclosed.

### Section A: If you are applying for a post that requires an Enhanced Disclosure:

Have you ever been convicted of a criminal offence? YES  NO

Do you have any criminal charges or summonses pending against you? YES  NO

If you have answered YES to any of the above questions, you must give details of the type(s) of offence, sentence or fine imposed.

### Section B: If you are applying for a post that does not require an Enhanced Disclosure:

Have you ever been convicted of a criminal offence that is not SPENT as defined by the Rehabilitation of Offenders Act? YES  NO

Do you have any criminal charges or summonses pending against you? YES  NO

If you have answered YES to either of the above questions, you must detail the type, sentence or fine imposed

All posts are exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and offences must be disclosed.

## Declaration

I declare that, to the best of my knowledge, the information contained within this application is true and correct.

I appreciate that if it is found that I have deliberately given false or misleading information, I will, if appointed, be dismissed immediately without notice.

I understand and consent to the data contained in this application being held and processed in accordance with the Data Protection Act 1998.

Signature

Date

# Equal Opportunities Monitoring

For office use only Job ref. no.

Ethnic Origin

The information given on this form will be treated in the strictest confidence, and kept separately until after the shortlisting stage. This data will be used to produce statistics about Knights Home Care Services Ltd's recruitment and selection process, and will help us to take action in preventing discrimination.

This refers to the members of an ethnic group who share the same cultural identity. It does not mean country of birth or nationality.

How would you describe your ethnic origin?

**Please answer all questions.**

Post Applied for

Candidate Ref. no.

Your name

Date

Do you already work for Knights Home Care Services Ltd?  
YES  NO

**Gender and age**

I am: MALE  FEMALE  My age is:  years

**Marital status**

I am: SINGLE  MARRIED  SEPARATED   
DIVORCED  WIDOWED  A COHABITANT

**Disability Discrimination Act 1995**

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we can possibly make adjustments to the working arrangements or working environment, provided it is reasonable in the circumstances to do so.

Do you have a disability that you wish us to know about at this stage? YES  NO

Please tell us if you think there are any reasonable adjustments needed to facilitate employment.

a) White

BRITISH

IRISH

ANY OTHER WHITE BACKGROUND, please state:

b) Mixed

WHITE & ASIAN

WHITE & BLACK CARIBBEAN

WHITE & BLACK AFRICAN

ANY OTHER MIXED BACKGROUND, please state:

c) Asian or Asian British

INDIAN

PAKISTANI

BANGLADESHI

ANY OTHER ASIAN BACKGROUND, please state:

d) Black or Black British

CARIBBEAN

AFRICAN

ANY OTHER BLACK BACKGROUND, please state:

e) Chinese or other ethnic group

CHINESE

ANY OTHER, please state:

f) If you would prefer not to state your ethnic origin, tick here

**Knowledge of vacancy**

Please say how you became aware of this vacancy.