



Application for Employment
STRICTLY CONFIDENTIAL

Post Applied For: Personal Assistant

Please complete all sections

1 Personal Details

Title: (Mr, Mrs, Miss, Ms, Other) _____

Surname/Family Name: _____ First Name: _____

Maiden Name/Previous Name: _____ Date of Change: _____

Address: _____

_____ Post Code: _____

Date of Birth: _____ National Insurance Number: _____

Telephone Number:

Home: _____ Work: _____ Mobile: _____

Email Address: _____

Nationality at Birth: _____ Nationality Now (if different) _____

Do you require a work permit? Yes / No (Delete as necessary)

(If yes please give details and registration number) _____

Transport Details:

Do you have a current driving License? Full
Provisional
None

Do you own/have use of a car for work? Yes No

Do you have any current endorsements? Yes No

(If yes, please give details) _____

2 Employment Details

Present Employer

Name of employer/Company: _____

Address: _____

_____ Post Code: _____

Telephone Number: _____

Type of Company: _____

Position Held: _____

Date Started: _____ Date Left: _____

Reason for Leaving: _____

Previous Employment

Please provide a complete list of ALL employers, explaining any gaps in employment history (most recent date first please).

Dates		Employer's Name And Address	Position Held	Reason for Leaving
From DD/MM/YY	To DD/MM/YY			

3 Education and Qualifications

Most recent date first please

Dates		Name and address of college or University attended	Qualifications Achieved	Level of Qualification	Grade
From DD/MM/YY	To DD/MM/YY				

Dates		Name and address of schools attended	Qualifications Achieved	Level of Qualification	Grade
From DD/MM/YY	To DD/MM/YY				

Any courses attended and certificates, diplomas, etc. not mentioned above:

4 Other Information

Availability:

(Please tick all the times that you would be available to work)

Day	0700-0800	0800-0900	0900-1000	1000-1100	1100-1200	1200-1300	1300-1400	1400-1500	1500-1600	1600-1700	1700-1800	1800-1900	1900-2000	Over Night
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														

You will not necessarily be required to work all the hours you highlight in the above matrix. This is just to show your potential availability for an average week.

Comments relating to your availability: _____

Leisure Interests: _____

Any other information you think may be useful in assessing your suitability for this position?

5 Statement in support of your application: *Please use a separate sheet if required*

6 References

Please give the names, addresses and telephone numbers of two referees who are familiar with your work, one of whom should be your current or most recent employer. Considerable weight is attached to the replies received and care should be taken to name persons who have knowledge of your experience, character and suitability for employment.

Name of Referee	Status/Position	Contact Address	Telephone Number
Dr/Mr/Mrs/Miss/Ms			
May we approach prior to interview YES/NO delete as necessary			
Dr/Mr/Mrs/Miss/Ms			
May we approach prior to interview YES/NO delete as necessary			

References WILL be taken up if YES or NO is not specified.

Because of the nature of the position you have applied for, if employment is offered, reports from the Criminal Records Bureau (CRB) will be requested.

I hereby certify that to the best of my knowledge the information given on this application form is correct

Name (please print):

Signature:

Date:

Please return to:-

Kent Carers Limited, Unit 1, The Stables, Shirehall Road, Wilmington, Kent, DA2 7SL

If you would like to enclose a Curriculum Vitae (CV) to further support your application please feel free to do so.

**REHABILITATION OF OFFENDERS ACT 1974
PERSONAL ASSISTANT**

The nature of the work for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Kent Carers Ltd.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you been convicted or found guilty of any offence by any Court, even if you were only fined, placed on probation, absolutely or conditionally discharged, or bound over by a Court of Law?

(Please tick as appropriate) **Yes**
 No

If 'Yes' please provide details of the Court, the charge and sentence.

Name (Please print):

Signature:

Date:

Thank you for completing this declaration.
All information will be treated in the strictest confidence.

**SUPPLEMENTARY INFORMATION
EQUAL OPPORTUNITIES IN EMPLOYMENT**

We are committed to Equal Opportunities in employment and, as part of this policy; all applicants are asked to complete the details below. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, race, ethnic origin, disability, nationality, trade union membership or age.

This sheet will be separated from your application and only used to monitor our Equal Opportunities Policy.

Please help us to achieve our aim by answering the following questions.

1. What position have you applied for? **Personal Assistant**

2. How would you describe your ethnic origin (tick as appropriate):

1	White	6	Pakistani	
2	Black-Caribbean	7	Bangladeshi	
3	Black-African	8	Chinese	
4	Black-Indian	9	Any other ethnic group	
5	Indian			

3. Please tick as appropriate:

Male

Female

4. Are you disabled (Please tick as appropriate):

Yes

No

5. Where did you hear of this vacancy?

(Please give details)
