

## APPLICATION FORM

Kennores Healthcare Recruitment Ltd is a recruitment agency for Registered Nurses and Healthcare Workers. Please read this application form carefully and complete all relevant sections in black ink.

Kennores Healthcare Recruitment Ltd is registered in England and Wales; registration number 09207559 and business office at; Sugar Refinery, Suite 34, Sugar Mill Business Park, 432 Dewsbury Road, Beeston, Leeds, West Yorkshire, LS11 7DF.

### Work Availability (please tick your preference)

Full Time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Part Time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Bank Staff	Yes <input type="checkbox"/> No <input type="checkbox"/>
If part time or bank, how many hours would you like to work?					

### Personal Details

<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>Date of Birth:</b>	]
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Title:	Forenames:	Surname:
Address:		
Postcode:		
Date of Birth:		
<b>Contact details</b>		<b>Preferred method of contact</b>
Email Address:		<input type="checkbox"/>
Home Telephone:		<input type="checkbox"/>
Mobile Telephone:		<input type="checkbox"/>
Do you have a full, valid, clean UK driving licence?		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Current/Most Recent Employment**

From:	To:	Job Title:
Company Name and Address:		
Salary: £	Notice Required:	
Description of Duties:		
Reason for Leaving:		

## Employment History

Please give details of your full employment history since leaving secondary school. Please ensure that any gaps

in your employment history are fully explained at the bottom of the table.

Dates	Name and Address of Employer	Job Title and Duties	Salary	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

**Gaps in employment (if not covered above)**

Dates	Reason
From:	
To:	
From:	
To:	
From:	
To:	

**Professional, Educational and Training Qualifications, including Mandatory Training**

Place of attendance (School/university/work)	Subject/Qualification & Grades	Dates of attendance

Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state what documentation you can provide to demonstrate this, (e.g. British passport, European Economic Area ID card, full birth certificate, passport or travel document showing an authorisation to reside and work in the UK).	

## Criminal Convictions

Under the Rehabilitation of Offenders Act 1974, Section 4.2 you are required to declare any current, pending or previous criminal convictions or police cautions, including those normally regarded as "spent". Offers of employment will be subject to a satisfactory enhanced DBS (previously CRB) check.

*If you answer "Yes" to either of the following questions, please give full details on the separate sheet at the back of this Application Form. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)*

Have you ever been convicted of a criminal offence, received a caution or been bound over?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any prosecutions against you pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## References

Please provide here the names and addresses of two referees, one of whom must be your current/most recent employer in the support/care sector. Please indicate if you would prefer references not to be taken up prior to interviews.

Name:	Name:
Company Name:	Company Name:
Company Address	Company Address
Telephone Number (landline):	Telephone Number:
Work e-mail address:	E-mail address:
Capacity in which the referee is known to you:	Capacity in which the referee is known to you:
Can we take up this reference prior to interview?  Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we take up this reference prior to interview?  Yes <input type="checkbox"/> No <input type="checkbox"/>

**Data Protection Statement**

The information you provide on this form and that are obtained from other relevant sources will be used to process your application for employment.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with your registration with KHR Ltd

I declare to the best of my knowledge and belief, that all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed satisfactory by the organisation.

Please type your name below. If you are called for interview you will be asked to sign the document

Signed:

Date:

### Recruitment Monitoring Form - Confidential

Post Applied For: ]	Month/Year: ]
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> (check as applicable)	

Kennores Healthcare Recruitment Ltd is committed to equality of opportunity in employment and to the selection of the best person for the job. The information you are providing on this page is anonymous and is used for monitoring purposes only. It is not used in selection process. This form should be returned with your application form, but will be removed from your application prior to short listing.

#### Disability

Kennores Health Care Recruitment Ltd wishes to encourage suitably qualified disabled people to apply for jobs – all information will be treated in confidence. The Equality Act 2010 defines disability as a ‘physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities’.

Do you consider yourself to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the nature of your disability?	

#### Sexual Orientation

Asexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Homosexual	<input type="checkbox"/>
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### Nationality and Ethnic Origin

**Nationality:** (please specify) ]

#### Ethnic Origin

Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Mixed – Asian and white	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Mixed – Black African and White	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>	Mixed – Black Caribbean and White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>
Other Asian Background	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>	Other White Background	<input type="checkbox"/>
Other Black Background	<input type="checkbox"/>	Other Ethnic Background	<input type="checkbox"/>

#### Religion

Agnostic/Atheist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Islamic	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Other	<input type="checkbox"/>

#### Where you see the job advertisement

Website/Internet	<input type="checkbox"/>	Newspaper/Publication	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Other	<input type="checkbox"/>
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#### Official Use Only

Applicant No:	Not Shortlisted <input type="checkbox"/>	Shortlisted <input type="checkbox"/>	Appointed <input type="checkbox"/>
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