

Employment Application Form:

Kairos Health & Social Care is committed to the safeguarding and promotion of the welfare of all children, young people, vulnerable adults, and our staff. Everything we do promotes the safety and wellbeing of the children, young people, and vulnerable adults that we work with.

Job Details:

Position Applied for:	
Please indicate preferred working arrangements:	Full time / Part time / Bank staff
Name of Service (if known):	
Location:	

Personal Details:

Surname:	
First names:	
Title (select as appropriate):	Mr / Mrs / Miss / Ms / Other
Preferred Name:	
Address: Postcode:	
Previous Address if less than 5 years at current address: Postcode:	
Email address:	
Daytime telephone number:	
Mobile:	
Do you require a work permit?	
DBS Certificate Number:	
National Insurance Number:	

Present Employment:

Job title:	
Name and address of employer:	
Date commenced with employer:	
Salary / wage / benefits:	
Notice required:	
Briefly describe your present job, its main purpose, and your responsibilities:	

Previous Employment:

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, and any work experience from leaving school (continue a separate sheet as necessary). If you have worked in health, social care and/or with vulnerable client groups before, we require the details of all your former employers and all positions held.

Name & Address: (Include nature of business)	From / To: (Exact dates)	Position and Salary:	Reason for leaving:

Time Breaks in Employment

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education, and training. This would include, for example, unemployment or voluntary work. Please state this information in chronological order. (Please *continue a separate sheet if necessary*)

From (exact dates)	To (exact dates)	Reason for break:

Ofsted History:

To be completed when applying for Registered Manager, Registered Service Manager, Responsible Individual, Nominated Individual, and Deputy Manager roles only.

(Continue on a separate sheet as necessary).

Service Name:	Date of Inspection:	Outcome:	URN?

Qualifications:

Please provide details of qualifications gained post age 16 onwards.

Name of School, College, University etc	From / To:	Subjects studied. (With grades and year taken)

Training

Please list all training undertaken that is relevant to the post applied for - this includes apprenticeships, short courses, projects, and secondments.
(Please continue on a separate sheet if necessary)

Course Title:	Organisation:	From / To:

Why are you applying for this job?

Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work, or leisure interests. (Please continue on a separate sheet if necessary).

Driving Licence:

Do you hold a full current Driving Licence? (Select as applicable)	Yes / No
Do you have any current endorsements? (Select as applicable)	Yes / No
If YES, please specify:	

Warnings and Disciplinary Issues:

Have you ever been dismissed, or have you ever resigned in the face of a dismissal or warning?	Yes / No
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes / No

Rehabilitation of Offenders Act 1974:

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced DBS check.

N.B. Declaration of convictions will not necessarily bar you from employment. All applicants will be subject to our safe recruitment processes. All convictions will be considered on their merits in relation to the post applied for, do not be deterred by this as only certain offences will bar you from a caring role, this will be assessed within application, interview, and positive disclosure.

Have you ever been convicted of a criminal offence? (select as applicable)	Yes / No
Have you ever received a Caution, Reprimand or Warning?	Yes / No
Are there any alleged offences outstanding against you?	Yes / No
If YES to any of the above, please give details in a sealed envelope and / or e-mail marked 'strictly confidential' and marked FAO the relevant employment manager. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

How did you hear about this vacancy?

Job website	Recruitment Agency	Advert in newspaper
Company website	Other (please give details): _____	
Employee Recommendation (if known):	If referred by an employee please give their name and where they work (if known):	

References:

Please provide three references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and / or character references.

A job offer will not be made without receipt of satisfactory references.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No
Second Employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No
Personal Referee or academic referee (if applicable)	
Name	
Address	

Tel No:			
Occupation			
Email Address			
May we contact this referee prior to interview? (select as applicable)	Yes / No		

Declaration:

I declare that the information given on this application form is true and correct. I understand that any false or misleading information, or omissions of information concerning criminal convictions etc. may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.			
Signed:			
Date			
Print name			
If form has been completed electronically, please place an 'x' in this box to indicate your consent			☐
UK GDPR and Data Protection Act 2018 Kairos Health & Social Care will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.			

How to return your form:

Please send your completed application form to Kairos Health & Social Care at info@kairoshealthcare.co.uk.