



APPLICATION FOR EMPLOYMENT

Job Reference:		Start Date:	
Job Title:		Location:	
Surname:	Forename(s):	Mr / Ms / Mrs / Miss	
Address:			
Post code:		Telephone No:	
Nat. Ins No:		Mobile No:	

EMPLOYMENT HISTORY

** DETAILS OF PRESENT OR LAST EMPLOYER**

Company Name:		
Address:		
Period of employment	From:	To:
Main duties:		
Reason for leaving:		

DETAILS OF PREVIOUS EMPLOYERS (most recent first)

Company Name:		
Address:		
Period of employment	From:	To:
Main duties:		
Reason for leaving:		

Company Name:		
Address:		
Period of employment	From:	To:
Main duties:		
Reason for leaving:		

Company Name:		
Address:		
Period of employment	From:	To:
Main duties:		
Reason for leaving:		

Company Name:		
Address:		
Period of employment	From:	To:
Main duties:		
Reason for leaving:		

**QUALIFICATIONS AND SKILLS
EDUCATION (Secondary, Further/Higher)**

SCHOOLS, COLLEGES, UNIVERSITIES OR INSTITUTES OF FURTHER EDUCATION ATTENDED	QUALIFICATIONS GAINED, INCLUDING SUBJECTS, GRADES OR RESULTS EXPECTED
Details of any professional qualifications and/or membership of professional associations:	
Any additional skills/qualifications:	

REFERENCES

(Please supply names and addresses of two referees. At least one of these should be someone who can comment on your experience/capabilities in your job e.g. your present or last employer)

Name of Organisation	Name of Organisation
Name of Referee	Name of Referee
Job Title	Job Title
Address	Address
Postcode	
Telephone	Telephone
E-Mail	E-Mail
Can we contact prior to interviews? YES / NO	Can we contact prior to interviews? YES / NO

DISABILITIES

Please use this section to notify us of any adjustments we could make to assist you in the recruitment process. If your application is successful, we are committed to making all reasonable adjustments to assist employees with disabilities on an ongoing basis and therefore please provide information, where possible, on what adjustments could be made to assist you in the workplace.

Do you consider yourself to have a disability and/or have additional needs? YES / NO

(Disability, as defined by the Disability Discrimination Act, covers many people who may not usually have considered themselves disabled. It covers physical or mental impairments with long term substantial effects on ability to perform day-to-day activities).

If yes, please tick which boxes apply:

- Deaf or hearing impaired
- Blind or visually impaired
- Musco-skeletal (co-ordination/dexterity/mobility)
- Mental health (including serious depression)
- Learning disabilities (includes dyslexia)
- Other, e.g. physical or mental conditions such as diabetes, epilepsy, arthritis, asthma, speech impairments etc. (please specify):

.....

Please give details of any adjustments we can make to assist you in respect of your application, the recruitment process and if you are successful, in the workplace. We will ensure that all such arrangements that are reasonably practicable, will be made.

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CRB DISCLOSURE

A disclosure may be requested in the event of a successful application.
A criminal record will not necessarily be a bar to obtaining a position within the Kinetics Group.

ASYLUM & IMMIGRATION ACT

It will be a condition prior to employment that evidence regarding eligibility to work in the United Kingdom is provided. This evidence could include a birth certificate, p45, pay slip, p60, national insurance card or an appropriately endorsed passport.

CONFIDENTIALITY

Data Protection Act 1998 - In submitting this application I agree that Kinetics Group may collect the personal data it contains and use that data for recruitment, human resource management and training purposes only and, in the case of any information given relating to disabilities, for the purpose of assessing what reasonable adjustments can be made by Kinetics Group to assist you.

DECLARATION

(Please read this form carefully before signing)

I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signature

Date

RETURNING COMPLETED FORM

On completion, please return to

Human Resources Careers
HR Department
Kinetics House
181-189, Garth Road,
Morden SM4 4LL

GOING FORWARD

If called for interview, please bring with you copies of relevant certificates, driving licence and current passport.

If offered a position with our company, please bring two passport-sized photographs on your first day of employment.