

Ashton Kingsley

EMPLOYMENT APPLICATION FORM

Post Applied For		Scheme		Source Of Advert	
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PERSONAL INFORMATION			
Title (Mr, Mrs, Ms, Miss):		Home No.	
Surname:		Mob No.	
Forename(s):		Work No.	
Current Address:			
Postcode:		National Insurance Number:	
Email Address:			

	Please Select Appropriate Box								
Have You Had A Disclosure Barring Service (DBS) Check?	Yes	☐	No	☐	Have You Signed Up To The Update Service	Yes	☐	No	☐
Do You Need A Work Permit For Employment?	Yes	☐	No	☐					
Do You Hold A Current Driving Licence?	Yes	☐	No	☐	Type of Licence				
Do You Have Any Driving Offences?	Yes	☐	No	☐	If Yes Please Specify Offences:				
Do You Have Your Own Transport?	Yes	☐	No	☐					
Can Transport Be Used For Work Purposes?	Yes	☐	No	☐					
Do You Have Business Insurance?	Yes	☐	No	☐					
Do You Have A Family Member Or Partner Working Within Ashton Kingsley Ltd						Yes	☐	No	☐
If So, What Area Do They Work?									

PRESENT OR MOST RECENT EMPLOYER: This Information Will Be Used For Your First Work Reference. Contact given must be your immediate manager, supervisor or departmental head (i.e. HR Manager)						
Company Name:		Date Employment Started:				
Company Address:		Reason For Leaving:				
Postcode:		Notice Required:				
Referee Name:		Referee Telephone:				
Referee Job Title:		Referee Email:				
Is It Okay To Contact This Referee Before The Interview?	Yes	☐	No	☐	Current Salary	

Anerley Business Centre • Anerley Road • London SE20 8BD

Tel: +44 (0) 208 676 5650 • Fax: 08707 628 871 • Email: info@ashtonkingsley.co.uk • Web: www.ashtonkingsley.co.uk

Company Registration No: 9799047 VAT Registered No. 225 807900 Sort Code: 40-09-25 Account No. 81757555

Ashton Kingsley aim to provide all of our clients with the option to receive all the support services they require from one innovative and effective supplier.

EMPLOYMENT HISTORY

Please give details of **ALL previous employment including any periods of unemployment and reasons why**. Continue on a separate sheet of paper if necessary. This must be your **FULL employment history** or all employment carried out since leaving full time education.

Name and Address of Previous Employers:	Job Title and Main Responsibilities	Start Date: MM/YY	Leaving Date MM/YY	Reason for Leaving

EDUCATION

Please list School/College attended, any examinations taken and the level of pass. Continue on a separate sheet of paper if necessary.

Establishment Name and Address	Date	Course Title/Subjects Taken	Qualification Obtained/Pass Level

RELEVANT TRAINING COURSES ATTENDED

Please list any relevant training courses that you have attended. Continue on a separate sheet of paper if necessary.

Course Title	Date Attended	Expiration Date (If Applicable)

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SPECIFIC EVIDENCE

Using the job description and person specification attached please give further details of any previous experience and skills which you consider relevant to this post. Continue on a separate sheet if necessary.

What hobbies, interests and sport activities are you interested in? Please list these including memberships of clubs and associations

EMERGENCY CONTACT DETAILS

Name:		Relationship:	
Address:		Home No.	
		Mob No.	
Postcode:		Work No.	

ADDITIONAL REFERENCE

This **must** be different to current/most recent employer and immediate manager, supervisor or departmental head.

Contact Name:		Company Name:	
Address:		Referee Job Title:	
		Telephone Number:	
Postcode:		Email Address:	

Is It Okay To Contact This Referee Before The Interview? Yes ☐ No ☐

On occasion to satisfy Ashton Kingsley Ltd requirements it may be requested for you to provide further references from previous employment if we feel we do not have sufficient employment history.

AVAILABILITY

It is a condition of employment in Ashton Kingsley Ltd that you agree to work a flexible shift pattern including sleep ins and where you could be called on to work early or late shifts, waking nights and weekends.

Hours Wanted Per Week?	Full Time	☐	
	Part Time	☐	
	Zero Hour Contract	☐	
	Bank Staff (as and when required for cover)	☐	

Zero Hour Contract Requirements Will Be Discussed At Interview

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REHABILITATION OF OFFENDERS ACT 1974 (PLEASE READ FOLLOWING CAREFULLY)

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health and social services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his normal duties. Your answer to the following questions **should include any "spent" convictions, reprimands or cautions that you may have received.**

Have You Ever Been Referred To The Safeguarding Of Vulnerable Adults List Or ISA Adults First?	Yes	☐	No	☐
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Have You Ever Been Referred To The Protection Of Children List Or ISA Children's List?	Yes	☐	No	☐
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Have You A Court Case Pending Or Any Other Action Currently Being Taken Against You?	Yes	☐	No	☐
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If Yes, Please Provide Brief Details:

Have You Ever Been Convicted, Reprimanded Or Cautioned Over A Criminal Offence?	Yes	☐	No	☐
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If Yes, Please Provide Brief Details Of Dates And The Nature Of The Offence/Custodial Sentence?

DECLARATION

I declare that I have answered the above questions honestly and fully and I am not aware of any physical or mental disability, which will, or may affect my working capacity. I realise that **any false or incomplete statement on my part will render me liable to disciplinary action or dismissal.**

I also understand that if successful in my application, I will be subject to a Disclosure Barring Service (DBS) Check and a POVA or ISA Adult First Check and the receipt of two references satisfactory to Ashton Kingsley Ltd.

Signed:

Dated:

EQUALITY AND DIVERSITY MONITORING

Ashton Kingsley Ltd is committed to equal opportunity practices. In line with the Equality Act where two or more equally qualified candidates apply for a position we will seek to recruit from anyone belonging to a protected group which is under represented in the current workforce. The information provided in this section will only be used for monitoring purposes or to support this policy.

Ethnic Group – please select

- | | | | | | | |
|---|---|--------------------------------------|--|--|--|----------------------------------|
| ☐ White British | ☐ White European | ☐ White Irish | ☐ Mixed Caribbean | ☐ Black Caribbean | ☐ Mixed Asian | |
| ☐ Indian | ☐ Pakistani | ☐ Bangladeshi | ☐ Mixed African | ☐ Black African | ☐ Other Eastern Asian | ☐ Chinese |
| ☐ Other (Please State) | | | | | | |

Disability – Do You Consider Yourself To Have A Disability For Which You Require Adjustments To Be Made To Attend An Interview Or To Enable You To Work?	Yes	☐	No	☐
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If Yes, Please State What Adjustments You Require, Continue On A Separate Sheet If Necessary:

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