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<b>VOLUNTARY &amp; COMMUNITY WORK EXPERINCE</b>
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Dates	Organisation	Position(s) held	Duties

<b><i>I: JOB FLEXIBILTY</i></b>
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<p>Prepare to work: FULL-TIME / PART-TIME / SHIFTS</p> <p>If PART-TIME please indicate preferred hours: _____</p> <p>Details of any work which you will continue to undertake if you are offered this job Position:</p>
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<b>EDUCATION &amp; PROFESSIONAL TRAINING</b>
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Education Centre (school, college etc)	Dates	Qualifications gained
1. Secondary Education (secondary school)		



<b>2. Higher Education (university / college / polytechnic)</b>					
<b>3. Further Education (Professional Training)</b>					
<b>4. Membership of Professional Organisation / Trade Union</b>					
<b>LEISURE ACTIVITIES</b>					
Please provide brief details of you hobbies, sport and other leisure pastimes in which you participate					
Languages (other than English):	_____	SPOKEN	FLUENT	WRITTEN	READ
	_____	SPOKEN	FLUENT	WRITTEN	READ



Kiara Personnel (uk) Ltd  
215 London Road,  
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website: [www.kiarapersonneluk.com](http://www.kiarapersonneluk.com)  
e-mail: [info@kiarapersonneluk.com](mailto:info@kiarapersonneluk.com)

### **CRIMINAL RECORD CERTIFICATE**

If the position your are applying for (whether paid or voluntary) is listed in Schedule 1, Part II of the rehabilitation of offenders Act (Exceptions) Order 1975, we are entitled to ask Exempted Questions as defined by section 113 (5) of the Police Act 1997 about you. From July 2002 we are required by The Domiciliary Care Agencies Regulations 2002 to acquire a Criminal Record Certificate in relation to any person who is a Care Manager or Domiciliary Care Worker. This means that if your application is successful we will obtain from the Criminal Records Bureau a Criminal Record Certificate relating to you before your appointment is confirmed.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences. We observe the "Code of Practice for Registered Persons and Other Recipients of Disclosure Information" published by the Criminal Records Bureaus on behalf of the Home Office and will provide you with a copy of it upon request.



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### **Personal Statement**

Please use this space to tell us why you are appropriate for the role you are applying for. Consult the person specification for what we are looking for and do not forget to include any personal or voluntary experience you may have had.

You may continue onto a separate sheet if necessary.



## REFERENCES

Provide details of 2 referees who we may approach with regards t this Job Application. These referees must not be members of your family and one must be your present or most recent employer:

1.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

2.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Declaration by Job Applicant

**ANY PERSON, UPON SUBSEQUENT EMPLOYMENT, THAT IS FOUND TO HAVE KNOWINGLY SUPPLIED FALSE OR MISLEADING INFORMATION, OR HAS DELIERATELY WITHELD RELEVANT INFORMATION, WILL BE SUMMMARILY DISMISSED.**

**I have read and understood the information supplied tome in relation to this Job Position, and the information requested in this Job Application Form. I confirm that all information supplied by me is true and correct to the best of my beliefs.**

**I give the prospective employer the right to follow up all references and to make any other job-related enquiries as may be deemed necessary.**

Signature:

Date:

**Kiara Personnel is an EQUAL OPPORTUNITIES EMPLOYER**

**The sole criterion for selection of applicants will be suitability for the Job Position, regardless of gender background, culture, ethnic denomination, religious affiliation, marital status, sexual orientation, HIV status or disability**



## REHABILITATION OF OFFENDERS

### Applicant Declaration

Because of the nature of the work for which you are applying, the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974) do not apply by virtue of the Rehabilitation of Offenders Act (1974) (exceptions) Order 1975. Applicants are therefore required to give information about convictions, which for other purposes are 'spent' under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation for positions to which the Order applies.

HAVE YOU AT ANY TIME BEEN CONVICTED OF AN OFFENCE? (Y/N)

IF YES, PLEASE GIVE DETAILS BELOW: -

**I declare that the information given above is, to the best of my knowledge, true, I am permitted to work in the UK. I have read, understood and agree to the conditions of work for temporary nurses and carers, of which I have been given a copy. I understand that my registration is subject to the receipt of at least two satisfactory references and a satisfactory result after checking with the Department of Health and/or Police records.**

**I undertake to inform Kiara Personnel should I be convicted of an offence in the future. I undertake to inform Kiara Personnel, a Division of Kiara Training College UK Ltd immediately if I am engaged through Kiara personnel's introduction, including the offer of permanent employment following a temporary assignment. I also acknowledge that this information may form the basis of a computerized personnel system to which I will have access as determined by the Data Protection Act 1984. I agree to respect the confidentiality of Patients and any other information I may have access to all times.**

**Your registration with Kiara Personnel can be terminated at any time following unsatisfactory work reports.**

**PROFESSIONAL INDEMNITY (MALPRACTICE) INSURANCE FOR QUALIFIED NURSES MIDWIVES, NURSING AUXILIARIES AND CARERS. Contribution to the scheme is compulsory and a small charge (currently 50p per week) is automatically deducted from your payment. Under the terms of scheme you are covered for negligence claims arising out of a malpractice to a maximum of £.... A copy of the Policy is available for inspection.**

Signed:

Date:



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## Equal Opportunities Monitoring Form

Kiara Personnel positively welcomes applications from all and prides itself in being an equal opportunities employer.

We ask you to provide us with as much of the information that you are comfortable giving. The categories were gathered from the 2001 census and enable us to compare the applications we receive to our local community.

The information provided on this form will not influence the selection process in any way and will be detached from the main application to be used for monitoring purposes only.

Please circle your answers

**Gender:**

Male/ Female/ Do not wish to state

**Age:**

16-24                  25-34                  35-44                  45-54                  55-64                  65+

**Ethnicity:**

**White:**

British                  European                  Irish                  Other: please state \_\_\_\_\_

**Mixed:**

White and Black Caribbean                  White and Black African

White and Asian                  Any other mixed background (please state \_\_\_\_\_)

**Black or Black British**

African                  Caribbean                  Any other Black background (please state \_\_\_\_\_)

**Chinese**

Chinese

**Any other ethnic background – Please state \_\_\_\_\_**