



Application form

Your application should be typewritten as forms that are not legible may not be accepted.

You must complete ALL sections.

1 – Your personal details

Title Ms Miss Mrs Mr Other (write in)

First names	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Mobile phone number	<input type="text"/>
Home phone number	<input type="text"/>
Email address	<input type="text"/>

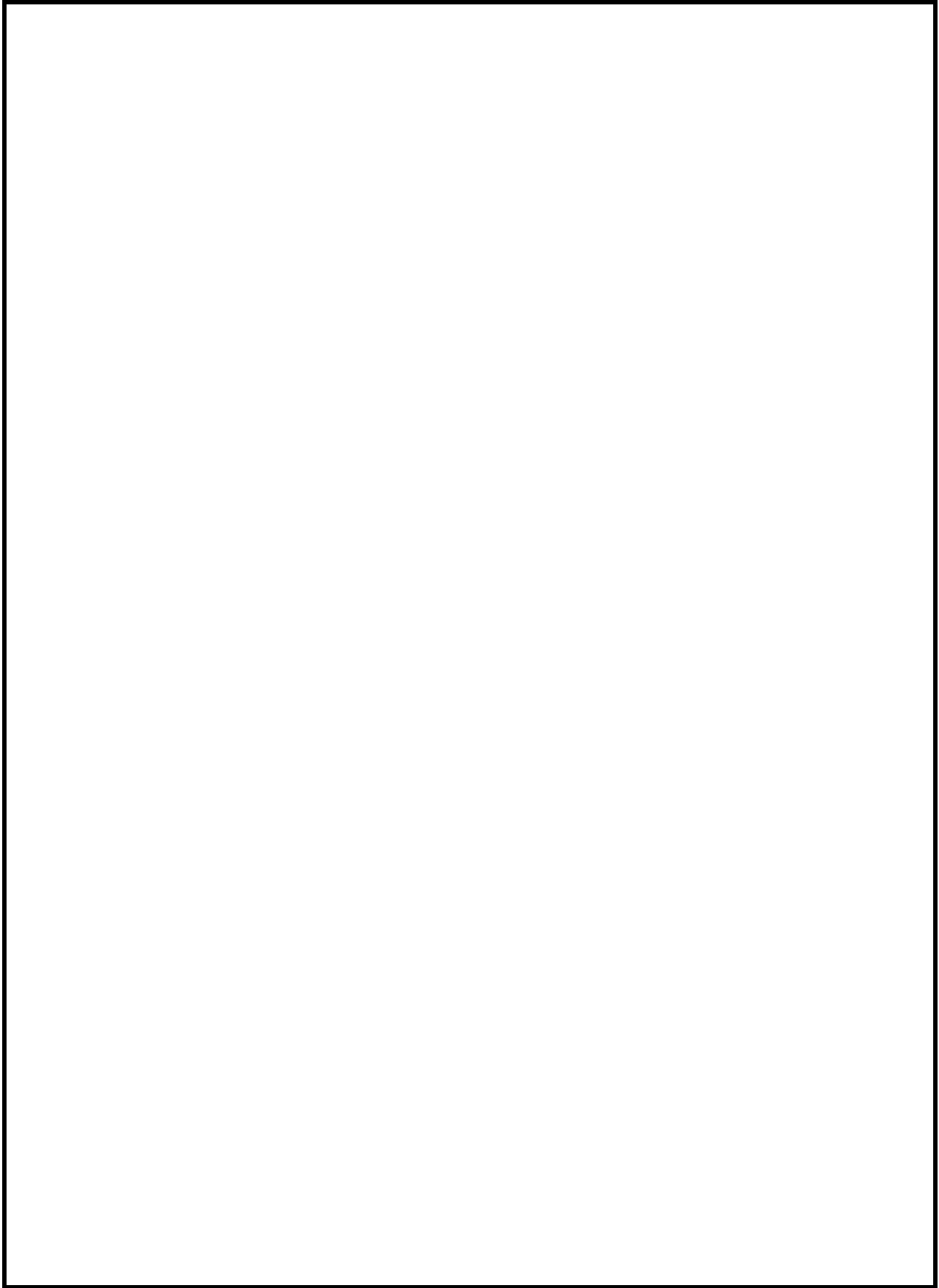
We will use this as the default method of correspondence

What role are you applying for?

Where did you hear of this vacancy

2 – How do you meet our selection criteria?

Please provide evidence to show how you meet all the selection criteria for the job. To ensure you cover all criteria you should present it in the same numbered format and order as on the application form. It is not sufficient to state that you meet each criterion – you should give evidence that shows how you meet them. Examples could come from employment, education, voluntary work or the home. Applicants who best demonstrate how they meet the criteria will be selected for interview



5 – Employment gaps

List any gaps in your employment.

Period		Reason for employment gap
From	To	

6 – Education and training

Give details of your education and training relevant to the role that you are applying for.

From	To	Name of school/ college/ university/ training provider	Course and any qualifications gained

7 – Criminal convictions

KCA posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975. A criminal conviction will not necessarily debar you from employment with KCA – we will undertake a risk assessment related to your conviction(s) and the post offered.

Yes No

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?

If “Yes” please give details below:

8 – Other information

Please mark in the box if you would you like us to consider reasonable adjustments for interview as a result of a disability, impairment or health condition.

What would you like us to consider?

On what basis do you have the right to work in the UK?

Please mark one

a) UK / Irish citizen

b) Work permit/ visa / EEA citizen with the right to work

Please detail below

c) Other

Please detail below

Yes No

Have you ever been subject of an investigation or formal action at work (e.g. capability or disciplinary)?

If “Yes” please give details below:

Yes No

Have you ever been the subject of an investigation or formal action by a regulatory authority (e.g. Local Authority, professional standards body, CQC) including, but not limited to safeguarding?

If “Yes” please give details below:

Yes No

Are you vaccinated, or willing to be vaccinated against Covid-19?

If “No” please give details below

9 – Referees

Any offer of employment is subject to a minimum of 2 satisfactory references. References from relatives or friends are not acceptable.

You must provide referee details for:

- your current or most recent employment
- previous employers to cover the last 3 years
- employers more than 3 years ago if you worked in adult social care
- a character referee who has known you for at least 3 years if you cannot provide employment references that cover ALL of the last 3 years.

Reference 1

Organisation

Address

Role you did

Dates you were there

Name of referee

Referee's job title

Phone number

Email address

Reference 2

Organisation

Address

Role you did

Dates you were there

Name of referee

Referee's job title

Phone number

Email address

Reference 3

Organisation

Address

Role you did

Dates you were there

Name of referee

Referee's job title

Phone number

Email address

Detail any additional referees in a separate email.

10 – Commitments

Please detail any commitments you would want us to honour – e.g. days you cannot or prefer not to work (please give reasons), courses you attend.

KCA may agree to honour commitments you have outlined here; any agreement would be detailed in your offer of employment. KCA reserves the right to subsequently review this in consultation with you if necessary for the provision of our services.

11 – What happens next?

Please complete this form and return to recruitment@ldnlondon.org along with any additional information.

You will not normally be called for an interview if you have not completed an application form and demonstrated your suitability for work at KCA. If you have attended an open day you must complete an application form after the open day if you have not already done so.

Selection will be by interview, some of which may be held remotely or as part of a visit to one of our services.

If we decide to offer you work at KCA we will offer it subject to a number of conditions and checks. You must meet all these conditions and pass our compliance checks to have your offer confirmed. Some of these are legal requirements, others are to confirm you are committed to our values. Our compliance checks can take some time, so we ask you to:

- provide accurate and timely information
- respond quickly and constructively to requests for clarification or further information
- contact your referees to let them know that they will be receiving a reference request and ask them to respond quickly.

If any of these checks are completed not to KCA's satisfaction or within a reasonable timescale any offer of employment will be withdrawn.

Our values

Whenever you engage with our staff or people we support your values will be assessed.

Employment history

If you are in a role providing support or care you will have to provide an employment history (including any gaps) for the period since you left full time education, including the reason for leaving any employment in related work.

Satisfactory references

We will need to get references covering:

- your current or most recent employment
- previous employers to cover the last 3 years
- employers more than 3 years ago if you worked in adult social care
- a character referee if you cannot provide employment references for the last 3 years.

Where you have undertaken related work we will also need to establish evidence of good conduct in that work.

Disclosure and Barring Services (DBS) criminal record check

We will obtain an enhanced DBS check for all successful candidates. If you are not a member of the DBS update service you will need to join it.

Identity and right to work in the UK

You must provide documentary evidence of who are and that you can legally do the work on offer – you will need to bring your documents to our Head Office.

Covid-19

You will need to be vaccinated against Covid-19, agree to regular Covid-19 testing, and wear any necessary personal protective equipment provided.

Fitness to work

We must be satisfied that you are fit enough to do the work offered – you will need to complete a health form that will be reviewed by our occupational health service.

Adjustments

If you pass our fitness requirement and tell us about a disability, impairment or health condition that affects your ability to do your role we may be able to make reasonable adjustments to make a work offer viable or to reduce barriers. Adjustments may be made if they are practical, affordable, not unreasonably disruptive and the remaining job is still a viable role.

12 – Declaration

I understand that the information contained in this form is personal data, which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 2018. I understand that if I am not appointed this data will be held for 6 months and then destroyed.

I declare that I have been honest, and the information given on this form is correct to the best of my knowledge.

I understand that my application may be disqualified or, if appointed, formal action, including dismissal could be taken against me if I have given any false information or misrepresented anything.

I understand that if I enter my name in the signature box instead of a real signature and submit this application by email I accept and agree to be bound by the conditions of this declaration.

Signature

Date