KAOT Home Care Limited
Caring for you, every step of the way

8 Surrey Drive, Hornchurch
Essex, RM11 3EX
Tel: 07824078820
info@kaotcare.com | www.kaotcare.com

JOB APPLICATION FORM

Please complete all sections in BLOCK CAPITALS using black ink. Incomplete forms may delay your application. CVs will not be accepted in place of this form. Please return your completed form to **info@kaotcare.com** or by post to the address above.

1. PERSONAL DETAILS

Post applied for			
Surname			
Other names			
Date of birth			
Address (including postcode)			
National Insurance number			
Email address			
Tel: Home		**Tel: Mobile**	
Tel: Work		**Preferred contact**	☐ Phone ☐ Email

2. RIGHT TO WORK IN THE UK

Do you have the right to live and work in the UK?	☐ YES ☐ NO
Will you require visa sponsorship to take up this role?	☐ YES ☐ NO
If your right to work is time-limited, please state your visa type and expiry date:	

If successful, you will be asked to provide original documents (or a share code) proving your right to work, in line with Home Office requirements, before you start employment.

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3. INFORMATION FOR DBS CHECK & REGISTRATION

Town of birth		**Country of birth**	
Maiden / previous surname		**Date of change**	

Any other names you have been known by	**Date from**	**Date to**

Professional registration / membership (e.g. NMC PIN, Social Work England), with number:	
Do you hold a current full UK driving licence?	☐ YES ☐ NO
Do you have access to a car for work?	☐ YES ☐ NO
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" (filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?	☐ YES ☐ NO
If YES, please give details:	

This role involves regulated activity with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS check will be required. Having a criminal record will not necessarily bar you from working with us; it depends on the nature of the offence and its relevance to the post.

7. ADDRESS HISTORY FOR THE PAST 5 YEARS (DBS PURPOSES)

Starting with your current address. Continue on a separate sheet if necessary.

#	Full address including postcode	From (month / year)	To (month / year)
1			
2			
3			
4			

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4. EDUCATION & QUALIFICATIONS

Dates (from – to)	School / college / university	Qualifications / awards

Other training (e.g. Care Certificate, NVQ / Diploma in Health & Social Care, moving & handling, medication, first aid, safeguarding)

Dates	Training course / provider	Achievement / certificate

5. EMPLOYMENT HISTORY (MOST RECENT FIRST)

Please account for all periods since leaving full-time education, including any gaps in employment and the reasons for them. Continue on a separate sheet if necessary.

Dates (from – to)	Post held & main duties	Organisation / company name & address	Reason for leaving

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6. REFEREES

Please give two referees. One **must** be your current or most recent employer. If you have previously worked in care, one referee should be from that role. Referees must not be relatives or partners.

	Referee 1	Referee 2
Name		
Title		
Position		
Organisation		
Address		
Tel		
Email		
Relationship to you		

May we contact your referees before an offer of employment is made?	Referee 1: ☐ YES ☐ NO Referee 2: ☐ YES ☐ NO

8. SUPPORTING INFORMATION

Please tell us why you would like to work for KAOT Home Care and how your skills and experience make you suitable for this role.

Days / times you are available to work:	
Notice period required by current employer:	
Do you need any adjustments to attend an interview?	

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9. DECLARATION & DATA PROTECTION

I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that any false information or omission may disqualify me from appointment or, if appointed, may lead to dismissal. I consent to KAOT Home Care Limited contacting my referees and carrying out an Enhanced DBS check and right-to-work checks as part of the recruitment process.

The information you provide will be processed in line with the UK GDPR and the Data Protection Act 2018 for the purpose of recruitment and, if you are successful, your employment. It will be stored securely and retained only for as long as necessary.

Signature		**Date**	
Print name			

For office use only			
Date received		**Interview date**	
DBS no.		**RTW checked by**	

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EQUAL OPPORTUNITIES MONITORING

Confidential – this page will be detached from your application and will not be seen by the shortlisting or interview panel.

KAOT Home Care Limited is an equal opportunities employer. We will ensure that no job applicant or employee receives less favourable treatment because of any protected characteristic under the Equality Act 2010, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Completing this page is voluntary; the information helps us check that our policy is working.

Post applied for	

Sex / gender

☐ Male ☐ Female
☐ Prefer to self-describe: _____ ☐ Prefer not to say

Age group

☐ 16–24 ☐ 25–34 ☐ 35–44 ☐ 45–54
☐ 55–64 ☐ 65+ ☐ Prefer not to say

Ethnic group

White

☐ English, Welsh, Scottish, Northern Irish or British ☐ Irish ☐ Gypsy or Irish Traveller
☐ Roma ☐ Any other White background

Mixed or multiple ethnic groups

☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian
☐ Any other Mixed background

Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi
☐ Chinese ☐ Any other Asian background

Black, Black British, Caribbean or African

☐ Caribbean ☐ African ☐ Any other Black background

Other ethnic group

☐ Arab ☐ Any other ethnic group
☐ Prefer not to say ☐ Other (please specify): _____

Disability

The Equality Act 2010 defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Do you consider yourself to have a disability?

☐ Yes ☐ No ☐ Prefer not to say

If you need any reasonable adjustments during the recruitment process, please let us know on page 5 or contact us on 07824078820.