



Candidate Application Form

Thank you for your interest in seeking employment through Kingston Barnes. Please complete the following form in order for us to find you a suitable role. Once you have provided us with the evidence of your eligibility to work in the UK, your identity, qualifications, career history and references we will be able to accurately promote your skills to a potential employer.

If you have any questions please contact us T: **0117 325 2233**.

Personal Details

| | |
|---|--|
| Title: Mr/Mrs/Miss/Ms/Dr/Other, please specify | |
| Surname | |
| Forename(s) | |
| Address | Email |
| | Mobile |
| | Home Tel |
| | Do you have a current driving licence? YES/NO |
| Postcode | Do you have you own transport? YES/NO |
| Profession | Specialism |
| Current Salary/Rate | Benefits |
| Are you willing to relocate? YES/NO | Are you willing to travel? YES/NO |

Professional Qualifications/Memberships

| Qualification Title & Level | Expiry Date (if applicable) |
|--|------------------------------------|
| | |

Eligibility to Work in the UK?

| | |
|---|-------------|
| By what means are you eligible to work in the UK? | |
| Type of Visa/Work Permit (if applicable) | Expiry Date |
| | |
| NI Number | |

Health & Safety

| |
|---|
| <p>Do you have a medical condition(s) or a disability which may require special facilities or support at work?</p> <p>YES/NO If yes, please give details</p> |
| <p>In case of an emergency please provide details of someone we may contact</p> <p>Name</p> <p>Mobile</p> <p>Home Tel</p> <p>Address (if different from overleaf)</p> |

Criminal Record & Security Checks – The information provided will not be used as a short listing tool in the recruitment process.

| | |
|--|-------------|
| <p>Do you hold a Criminal Records Bureau (CRB) Disclosure which has been carried out within the last 3 years?</p> <p>YES/NO</p> | |
| <p>Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974? YES/NO</p> <p>If yes, please give details</p> | |
| <p>Do you have any previous convictions, whether or not they are 'spent' with the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions overseas? YES/NO</p> <p>If yes, please give details</p> | |
| <p>Do you hold any form of Security Clearance? YES/NO</p> | |
| Level of Clearance | Expiry Date |
| | |

References – Prior to any placement we will need to obtain satisfactory references from your recent employers. Please provide the minimum of two referees we may approach.

| | | |
|----------------------|----------------|-----------------|
| Title | Surname | Forename |
| Company | | |
| Position | | |
| Address | | |
| Email | | |
| Date Employed | From: | To: |
| Title | Surname | Forename |
| Position | | |
| Address | | |
| Email | | |
| Date Employed | From: | To: |

Declaration

I confirm that the information provided on the form and within my CV (if applicable) is both truthful and accurate. I have also omitted no information that could affect my employment. Furthermore I will inform Kingston Barnes should there be a change in any of my circumstances that may affect my work including any changes to health and any pending prosecutions or convictions.

| | |
|-------------------|--|
| Signed | |
| Print Name | |
| Date | |