



Ref No:  
(Office Use Only)

## APPLICATION FOR EMPLOYMENT

1. PERSONAL DETAILS	
First Name	Surname
Title	Date of Birth
Address	Phone Number (Home)
	Phone Number (Mobile)
	Email Address
Post Code	

Please return your completed application form and all relevant supporting documents to:  
**Okao Services Limited, 55 Bramley way Eastchurch Sheerness, Kent ME12 4BT,**  
**alternatively email the completed application to [recruitment@okao.com](mailto:recruitment@okao.com)**

# APPLICATION FOR EMPLOYMENT

Ref No:  
(Office Use Only)

Please complete this form using **black** ink or typescript.

Post Applied For	Location	Closing Date		
<b>2. EDUCATION, QUALIFICATIONS &amp; TRAINING</b> (you must attach copies of <b>relevant</b> certificates)				
Educational Establishment and Location	Dates Attended		Qualifications Gained (in full) and Pass Level	Copy of cert enclosed (Y/N)
	From	To		
<b>3. CURRENT OR MOST RECENT EMPLOYMENT</b>				
Name and Address of Employer   Telephone  Email	Position			
	Salary			
	Date Appointed			
	Date of Leaving			
Main Duties and Responsibilities	Reason for Leaving			
	Notice Required			

**4. EMPLOYMENT HISTORY** (please work back and continue on a separate sheet if necessary)  
**Please explain any gaps in employment**

Name and Address of Employer	From	To	Job Title and Main Responsibilities	Reason for Leaving

**5. PROFESSIONAL MEMBERSHIP**

Name of Organisation	Current Status	Date Awarded

## 6. STATEMENT OF INTEREST (please see guidance notes)

Please outline your motivation for working with Okaa Services and in this particular post. It is extremely important that you address the requirements as listed in the **Person specification**:

Show how you are able to satisfy each of the criteria. (Continue on a separate sheet if necessary).

## 7. Driving Licence – If stated as essential within the Person Specification

Do you hold a current UK Driving Licence and have access to a car for work purposes?

YES

☐

NO

☐

N/A

☐

## 8. REFERENCES

Please give details of two referees who can comment on your work performance. One should be your **current or most recent** employer. Do **not** use family members. References will only be sought once an offer of employment has been made.

Name		
Company Name and Address		
Job Title		
Telephone		
Email		
Relationship		

## 9. DECLARATION OF CRIMINAL CONVICTIONS

Please complete the attached **Declaration of Criminal Convictions Form** and return it with your completed application.

Failure to return a signed Declaration of Criminal Convictions form may delay the processing of your application, or result in your application being withdrawn.

This form will only be viewed if you are selected for interview. All posts will be subject to a Disclosure check.

## 10. RIGHT TO WORK IN THE UK

Please complete and return the **Documentary Evidence Indicating Right to Work in the UK** form and attach a copy of the evidence you are providing. If selected for interview you will be required to produce the original documents.

## 11. DECLARATION

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is correct and complete. I understand that, if successful, it will be treated as the basis of my contract of employment and that any misleading statement may be sufficient grounds for dismissal or for cancelling any offer of employment made.

I also consent for the information provided, such as age, gender and ethnic origin, to be collected, retained and processed by NGHS. This information will only be used to allow the Organisation to comply with legislation and best practice.

<b>Signed</b>		<b>Date</b>	
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## EQUAL OPPORTUNITIES MONITORING

OkaaO is fully committed to the active promotion of equal opportunities. Recruitment and selection procedures and practices throughout the Organisation are regularly monitored and reviewed to ensure that the Equal Opportunities Policy is being properly adhered to.

To aid this process, we would be grateful if you would complete this form and return it with your application.

PERSONAL DETAILS	
First Name	Surname
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Where did you hear about this vacancy?</b>	
<b>ONLINE</b>	
<input type="checkbox"/> Indeed.co.uk <input type="checkbox"/> OKAAO website <input type="checkbox"/> Total jobs.com <input type="checkbox"/> Other (please specify) _____	
<b>OTHER</b>	
<input type="checkbox"/> Job Centre <input type="checkbox"/> Internal Vacancy <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other (please specify) _____	
Do you know, or are you related to anyone who works for OKAAO or who is a member of the Board of Directors <span style="float: right;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</span> Please indicate relationship _____	
<b>What is your ethnic group?</b>	
<b>WHITE</b>	
<input type="checkbox"/> Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Any other (please specify) _____	
<b>MIXED RACE</b>	
<input type="checkbox"/> Any mixed race (please specify) _____	
<b>ASIAN, ASIAN SCOTTISH OR ASIAN BRITISH</b>	
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese Any other asian (please specify) _____	
<b>BLACK, BLACK SCOTTISH OR BLACK BRITISH</b>	
<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other (please specify) _____	
<b>OTHER ETHNIC BACKGROUND</b>	
<input type="checkbox"/> Any other (please specify) _____	

Are you registered disabled?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Registration Number	
If you are not registered disabled, do you consider yourself disabled in a way would like us to know about?			
SIGNED		DATE	

### DECLARATION OF CRIMINAL CONVICTIONS – GUIDANCE NOTES

Please complete this form using **black** ink or typescript.

#### Why must candidates complete this form?

Due to the nature of the work and the services provided by OKAAO, all posts are exempt under the terms of the Rehabilitation of Offenders Act 1974 anyone who is applying for this post is subject to Disclosure Checks

#### What level of Disclosure will I complete?

Any vacancy that involves 'regulated' work with either children and/or protected adults will be subject to a Protection of Vulnerable Groups "DBS" Disclosure check,

The DBS check will confirm if you are barred from working with either children or protected adults.

A DBS will detail both 'spent' and 'unspent' convictions; cautions; warnings; reprimands and any non-conviction relevant information. You should therefore include details of all previous offences, including any convictions under the Road Traffic Act 1998.

### DECLARATION OF CRIMINAL CONVICTIONS

Please complete this form using **black** ink or typescript.

The information you provide will be treated in the strictest of confidence. Please return this form with your completed application. This form will be removed by the Human Resources Department for the short-listing process and will **only be considered if you are selected for interview.**

3. CONVICTIONS	YES	NO
Have you ever been convicted of a criminal offence? (Please note that this includes convictions covered by the Road Traffic Act 1988)		
Do you have a court appearance pending, or have you been charged by the Police for a criminal offence?		
Are you barred from undertaking regulated work with Children?		
Are you barred from undertaking regulated work with Protected Adults?		

**If you answered YES to ANY of the above, please supply the following details:**

DATE	COURT	DETAILS OF OFFENCE	SENTENCE/CONVICTION/CAUTION

**Continue on a separate sheet if necessary**

<b>Protection of Vulnerable Groups</b>	<b>DBS update scheme</b> <b>YES</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
DBS ID Number ( <i>enclose copy of DBS certificate to verify membership number</i> )	
I have been DBS checked against regulated work with	Children <input type="checkbox"/> Protected Adults <input type="checkbox"/> Both <input type="checkbox"/>

4. DECLARATION of Criminal Convictions (unsigned Declarations may be returned)			
I have read the Guidance Notes overleaf and have not withheld any information, which may affect my application. I understand that false information or omission may lead to dismissal. NGHS may verify the information supplied.			
I consent to the information, which I have provided being used by NGHS in the recruitment decision-making process.			
<b>Signed</b>		<b>Date</b>	



## DOCUMENTARY EVIDENCE INDICATING RIGHT TO WORK IN THE UK

Please complete this form using **black** ink or typescript.

PERSONAL DETAILS	
First Name	Surname

To comply with the provisions of the Asylum and Immigration Act 1996, NGHS requires **ALL** applicants to produce documentary evidence indicating that he or she has the right to work in the UK. **It is essential that COPIES of such documents are submitted with an application. Please do NOT send originals.** If selected for interview, original documents should be produced for verification.

With the exception of Bulgarian and Romanian citizens, citizens of any country in the European Economic Area (EEA) are entitled to work in the UK without special permission and without a work permit. The EEA consists of the following countries:

Austria	Denmark	Greece	Latvia*	Netherlands	Slovakia*
Belgium	Estonia*	Hungary*	Liechtenstein	Norway	Slovenia*
Bulgaria	Finland	Iceland	Lithuania*	Poland*	Spain
Cyprus	France	Ireland	Luxembourg	Portugal	Sweden
Czech Republic*	Germany	Italy	Malta	Romania	UK

\*Migrants from these eight countries are required to register with the Home Office under the Accession State Worker Registration Scheme if they plan to work for a UK employer for more than one month.

To verify a job applicant's right to work in the UK, an employer is required to see, original, either **one** document from the list below or **two** documents from a separate approved list. Please tick the documents which you have.

Documents- only <u>one</u> document required	Tick box	Approved list – <u>two</u> documents required	Tick box
UK passports	<input type="checkbox"/>	An official document bearing a national insurance number, plus: <ul style="list-style-type: none"> <li>A birth certificate issued in the UK that specifies the names of the holder's parents; or</li> <li>A letter from the Home Office; or</li> <li>An Immigration Status Document</li> </ul>	<input type="checkbox"/>
EEA passports (see above)	<input type="checkbox"/>	A work permit, plus: <ul style="list-style-type: none"> <li>A passport that confirms that the applicant has permission to enter or remain in the UK and take the work permit employment in question; or</li> <li>A letter from the Home Office confirming that the applicant has permission to enter or remain in the UK and take the work permit employment in question</li> </ul>	<input type="checkbox"/>
EEA national identity cards	<input type="checkbox"/>		<input type="checkbox"/>
UK residence permits	<input type="checkbox"/>		<input type="checkbox"/>