**KKTM Solutions LTD**

**APPLICATION FORM**

Please complete this form and return along with your upto date CV for consideration for current and future opportunities. Candidates must outline clearly how their qualifications and experience meet the role. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**1. POSITION APPLIED FOR:**

**2. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Title: | Preferred contact method: |
| Address: | Postcode: |

|  |  |  |
| --- | --- | --- |
| **Do you have the right to work in the UK?**  Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes** | **No** |

**3. EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Type of School (i.e. Grammar/ Secondary)** | **Examinations taken and Qualifications Gained (Specify Grades)** |
|  |  |  |  |

**4. FURTHER/ HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution**  **(state if Full or Part Time)** | **Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)** |
|  |  |  |  |

**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| **Date Joined** | **Institute/ Organisation** | **Grade Of Membership (Where appropriate)** |
|  |  |  |

**6. EMPLOYMENT RECORD** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**7. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, including dates, if appropriate:** |
|  |

**8. Some more information about you**

Please answer the below questions honestly

|  |
| --- |
| **Please give an example of a time when you have contributed to an activity as part of team and the role that you played.** |
| **You see a colleague shredding documents which contains personal data – What would you do?** |
| **Name 3 things that you have not yet done in your life, but have aspirations to do** |
| **Why should you be considered for work through KKTM Solutions Ltd?** |
| **Where did you hear about KKTM Solutions Ltd?** |
| **Please describe your ideal job and company to work for** |

**9. DISABILITY DISCRIMINATION ACT 1995**

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| --- |
| If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview. |

**10. REFEREES**

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:  Telephone No.: | Address:  Telephone No.: |
| Nature of Relationship: | Nature of Relationship: |

**11. VERIFICATION OF INFORMATION**

|  |
| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.  Signature: Date: |

Digital Signatures Accepted