

Dear applicant,

It is a pleasure to enclose our application pack.

We have a friendly team who are efficient and ready to answer any of your questions in a professional way.

In order to proceed with your registration, please enclose copies of all the following documents:

* Proof of identity such as birth certificate or passport
* Proof of eligibility to work in UK
* Academic and professional certificates acquired
* Registration checks for Nurses and AHP
* Up to date c.v.
* Proof of national insurance number, such as p45 or p46.
* Proof of address
* DBS enhanced disclosure (for people working with the vulnerable i.e. all school or nursery workers and people working in homes and hospitals)
* Written explanation for all gaps in employment for people working with the vulnerable Health care workers only
* Proof of immunisation records to include hepatitis B, BCG, Rubella and Varicella

Please ensure that all documents are signed before returning the forms in person at your interview.

We look forward to hearing from you.

Yours sincerely,

Kaedi Recruitment Agency

**KAIDY EMPLOYMENT AGENCY**



Kaedi Recruitment Agency LTD

Unit 10 Dancastle Court

14 Arcadia Avenue

London

N3 2JU

Telephone: 02089060059

I WISH TO APPLY FOR REGISTRATION AS:

RGN

Please attach a passport size photo

RMN

Please tick the appropriate box or boxes

Social Worker

Health Care Assistant

Support Worker

Nursery Nurse

Domestic

Catering Assistant

Other

Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Equal opportunities

Kaedi Recruitment Agency is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with the policy.

Kaedi Recruitment Agency shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Kaedi Recruitment Agency will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualification and ability to perform the relevant duties required by the particular vacancy.

**Candidate/ Temporary Worker and Intermediary Details**

| **Information Required** | **Details** |
| --- | --- |
| * First Name |  |
| * Surname |  |
| * Date of Birth |  |
| * Full Home Including Postcode |  |
| * Telephone * Email |  |
| * National Insurance number |  |
| * Right to work check   Do you have immigration permission to work in the UK?  In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Kaedi Recruitment Agency for temporary work. | Yes/ no  If permission is restricted, note any restrictions. |
| * Registration PIN Number (NMC, NISCC, GMC, HCPC) |  |
| * Registration Expiry Date |  |
| **This section should be completed where the individual is a temporary worker and is engaged via an intermediary such as an umbrella company, a personal services company, a partnership, a CIS intermediary or other or operates as a sole trader.** |  |
| * Name of the party paid for the worker’s services: |  |
| * Companies House registration no. (if a limited company): |  |
| * Address of the party paid for the worker’s services: |  |
| * Unique tax reference no. (UTR) – to be completed where the intermediary or sole trader did not operate PAYE: |  |
| VAT registration number of the limited company (if   * VAT registered): |  |
| * Shareholding owned by the worker where working through a limited company: |  |

**Criminal Record Disclosure**

Before completing this section please read our policy regarding candidates with criminal convictions.

We are asking you to complete this form in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 1974. For this reason **you are only required to disclose information about unspent convictions.** You are not required to disclose spent convictions on this form.

Additionally, **you are not required to declare any** **information about ‘protected’ offences** – (offences to which the filtering rules apply). If you are unsure as to whether a conviction is **unspent/spent or protected (filtered)** please see the additional [guidance](https://www.gov.uk/exoffenders-and-employment) or you can contact organisations such as [NACRO](https://www.nacro.org.uk/) or [Unlock](http://www.unlock.org.uk/) for further information

If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the Rehabilitation of Offenders Act 1974, meaning that you are required to disclose **spent** convictions, we will ask you to complete an additional criminal disclosure form. You are not required complete that additional form if you do not wish to be put forward for that type of work

| **Information required** | **Details** |
| --- | --- |
| Do you have any unspent criminal convictions? | Yes / no |
| If you have answered ‘Yes’, there are two ways of providing further details.  (a) Provide the offence dates, dates of conviction/caution, offence types and sentences received below; or  (b) Provide further details (as above) on a separate document by placing a tick here [ ] and attaching the details in an envelope attached to this completed form. Mark the envelope ‘confidential’.    **You are not required to provide any information about protected (filtered) offences.** |  |

If you have declared any convictions you are welcome to provide us with any additional information that you think may be relevant and which will help us to determine your suitability to be put forward for roles with our clients. This could include for example information about the circumstances of the offence, any work (paid or voluntary) or training that you have undertaken since, change in your circumstances etc.

We will seek to put forward/supply the best possible candidates to our clients. Having a criminal conviction will not necessarily exclude you from the process.

The information given will be treated in the strictest of confidence and only taken into account where, in our reasonable opinion, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register if the offence is not declared but later comes to light. If you are working in an assignment with a client at the time that we are made aware of a conviction that have not disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College/Univeristy** | **Address** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Next of Kin:**

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
| **RELATIONSHIP** |  |
| **TELEPHONE** |  |

EMPLOYMENT RECORD Current or Last employer first. Please ensure you fill in this section and also email your CV to info@kaedirecruitment.co.uk

|  |  |  |
| --- | --- | --- |
| Dates  From To | Name and Address of Employer/Agency | Job Title and Specialities Covered |
|  |  |  |
|  |  |  |
| Tel. No |  |  |
| From To |  |  |
|  |  |  |
| Tel. No. |  |  |
| From To |  |  |
| Tel. No |  |  |

**Health and Disability**

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought. A separate Occupational Form needs to be filled.

| **Information Required** | **Details** |
| --- | --- |
| 1. Do you have any health issues or a disability relevant to the role which may make it difficult for you to carry out functions which are essential for the role you seek? | Yes/ no  If yes, please specify |
| 1. If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.? | Please specify |

**HEALTH QUESTIONNAIRE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| 1 | Do you consider yourself to be in good health? |  |  |
|  | Have you suffered or are you suffering from: |  |  |
| 2 | Asthma, wheezing or allergic condition? |  |  |
| 3 | Heart problems, hypertension or high blood pressure? |  |  |
| 4 | Chest problems? |  |  |
| 5 | Any blackouts, disabling giddiness, fainting or epilepsy |  |  |
| 6 | Stress, anxiety, depression or any other mental disorder? |  |  |
| 7 | Diabetes? |  |  |
| 8 | Speech, hearing or visual difficulties? |  |  |
| 9 | Skin condition? |  |  |
| 10 | Back pain, neck pain, joint problems or arthritis? |  |  |
| 11 | Difficulty bending or lifting |  |  |
| 12 | Blood disorders, sickle cell, jaundice or liver problems? |  |  |
| 13 | Problems with alcohol or drug misuse? |  |  |
| 14 | Are you receiving any regular medication or regular attention from your GP or at hospital? |  |  |
| 15 | Has any previous work been detrimental to your health? |  |  |
| 16 | Have you left or been retired from a previous job because of ill health? |  |  |
| 17 | Have you ever been registered or judged as being disabled? |  |  |
| 18 | Do you have an impairment which might qualify under the Disability Discrimination Act 1995? |  |  |
| 19 | Have you left or been retired from a previous position due to a disability? |  |  |
| 20 | How many days were you away from work due to illness in the last 12 months? |  |  |

**RECORD OF IMMUNITY (FOR HEALTH CARE WORKERS ONLY)**

If working within a Hospital setting a separate detailed occupational health form will need to be completed

In line with Occupational Health requirements Kaedi Recruitment Agency LTD need to ensure that all members of staff are protected against or immune to certain diseases. Please provide details of your current vaccination status (verified proof will be required)

|  |  |  |
| --- | --- | --- |
| **VACCINATION** | **DATE OF INJECTION** | **BOOSTER DUE** |
| Tubercolosis |  |  |
| Hepatitis B |  |  |
| Varicella (Chicken Pox) |  |  |
| Measles |  |  |
| Mumps |  |  |
| Rubella |  |  |
| Hepatitis C |  |  |

All staff will be advised of their vaccination requirements and advised where to obtain the necessary immunisations/boosters.

**Please contact us if you need us to arrange to have these tests to confirm your immunity levels. All questionnaires along New Starter Occupational Health form must be accompanied with the following documents:**

* Evidence of BCG scar or TB test results
* Chest X-Ray results if you have had one in the last 2 years
* Hepatitis B serology results
* Rubella serology results
* Varicella immune status

**Please sign and date your declaration**

**I declare that all the information I have given is correct to the best of my knowledge.**

**I acknowledge my responsibility to inform the agency if there are any changes to my health which could impact upon my ability to carry out my required job function or place patients at any risks.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Bank Account Details

|  |  |
| --- | --- |
| Bank: |  |
| Account Name: |  |
| Account Number: |  |
| Sort Code: |  |

Details of References

Please provide us with details of two professional referee’s.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Address |  |  |
| Town |  |  |
| Postcode |  |  |
| Email |  |  |
| Telephone Number |  |  |
| Position Held |  |  |

# Data Protection Statement

Kaedi Recruitment Agency provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see our Privacy Statement in Annex A

**Annex A – Data protection**

In this Annex we explain how Kaedi Recruitment Agency manages your personal data.

1. **Collection and Use of Personal Data**
2. **Purpose of Processing and Legal Basis**

Kaedi Recuitment Agency will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

* Your consent
* Where we have a legitimate interest
* To comply with a legal obligation that we have
* To fulfil a contractual obligation that we have with you

1. **Legitimate Interest**

This is where Kaedi Recruitment Agency has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Kaedi Recruitment Agency has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

* Managing our database keeping our candidate details up to date.
* Providing work-finding services to you, including sending your information to our clients where you have demonstrated an interest in doing that particular type of work.

1. **Recipient/s of Data**

Kaedi Recruitment Agency will process your personal data and/or sensitive personal data with the following recipients:

* Nursing Homes
* Young Persons Residential Unit
* NHS & Private Hospitals
* Local Authorities

1. **Statutory/Contractual Requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data.

1. Overseas Transfers

Kaedi Recuitment Agency will not transfer the information you provide to us to countries outside the European Economic Area (‘EEA’) for the purposes of providing you with work-finding services. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

1. **Data Retention**

Kaedi Recruitment Agency will retain your sensitive personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Kaedi Recruitment Agency has obtained your consent to process your personal data, we will do so in line with our retention policy. Upon expiry of that period Kaedi Recruitment Agency will seek further consent from you. Where consent is not granted Kaedi Recruitment Agency will cease to process your sensitive personal data.

1. Your Rights

Please be aware that you have the following data protection rights:

* The right to be informed about the personal data Kaedi Recruitment Agency processes on you;
* The right of access to the personal data Kaedi Recruitment Agency processes on you;
* The right to rectification of your personal data;
* The right to erasure of your personal data in certain circumstances;
* The right to restrict processing of your personal data;
* The right to data portability in certain circumstances;
* The right to object to the processing of your personal data that was based on a public or legitimate interest;
* The right not to be subjected to automated decision making and profiling; and
* The right to withdraw consent at any time.

Where you have consented to Kaedi Recuitment Agency processing your sensitive personal data you have the right to withdraw that consent at any time by contacting Khadija Ali – Contracts and Compliance Manager, Khadija@Kaedirecruitment.co.uk

There may be circumstances where Kaedi Recruitment Agency will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Kaedi Recruitment Agency processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

1. **Complaints or Queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Khadija Ali – Contracts and Compliance Manager, [Khadija@Kaedirecruitment.co.uk](mailto:Khadija@Kaedirecruitment.co.uk)

You also have the right to raise concerns with Information Commissioner’s Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

1. **Temporary to Permanent**

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Kaedi Recruitment Agency will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by candidate / temporary worker: ………………………………………………………………………………

Date: ………………………………………………………………………

**FOR OFFICE USE ONLY - APPLICATION CHECKLIST:**

|  |  |
| --- | --- |
| Completed Application Form |  |
| Application/Interview Notes completed |  |
| Proof of ID (1) |  |
| Proof of ID (2) |  |
| Passport photocopied (Front and all relevant pages) |  |
| Visa Status & Expiry Date |  |
| Student Visa/Uni confirmation letter  (where & what studying and expected completion date) |  |
| NI Check |  |
| Current address Check (1) |  |
| Current address Check (2) |  |
| CV |  |
| Full Work History |  |
| **HEALTH – Proof of Vaccinations** |  |
| HEP B |  |
| Measles |  |
| Mumps |  |
| Rubella |  |
| Tuberculosis |  |
| Varicella |  |
| **SOCIAL WORKER/CARE MANAGERS ONLY** |  |
| HCPC Details Check |  |
| Degree Qualification or NVQ Level 5 |  |
| **QUALIFIED NURSES ONLY** |  |
| PIN Details/PIN Check |  |
| Statement of Entry |  |
| NMC Fitness to Practice Check |  |
| NHS Alert Check |  |
| Union Membership |  |
| Indemnity Insurance |  |
| Nursing Qualification |  |
| **TRAINING** |  |
| Degree |  |
| NVQ |  |
| Student Nurse |  |
| Health & Safety |  |
| Safer People Handling |  |
| CPR/First Aid |  |
| SOVA |  |
| Infection Control |  |
| Food Hygiene |  |
| MVA – 2 day |  |
| MVA – 5 day |  |
| Lone Worker |  |
| Complaints Handling |  |
| Information Governance |  |
| Violence & Aggression (Theory) |  |
| Administration of Medicines (HCA) |  |
| Safe Administration of Medicines (RN – NHS ONLY) |  |

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSITION APPLIED FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

CONSULTANT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Ref No. | Date Received |
| DBS Completed |  |  |
| DBS Confirmation Letter |  | |
| DBS ONLINE Registration Completed |  | |
|  | Date Sent | Date Received |
| Intel check required? YES/NO |  |  |
| Written English Poor Average Good | | |
| Spoken English Poor Average Good | | |
| CRB No. Issue Date: | | |
| Job Description Signed YES NO | | |
| Induction Checklist Signed YES NO | | |
| Terms & Conditions Signed YES NO | | |
| Working Time Regulations Opt Out Signed YES NO | | |
| Confidentially Agreement Signed YES NO | | |
| Declaration of Health Completed/Signed YES NO | | |
| Occupational Health referral YES NO | | |
| PIN Check YES NO | | |
| NMC Fitness to practice checkYES NO | | |
| NHS Alert Check YES NO | | |

**INTERVIEWER NOTES**

1st Interview Date: Interviewer:

2nd Interview Date: Interviewer:

**Type of Work**: Learning Disabilities Psychiatric Challenging Behaviour

HS/Hospitals Nursing Homes Residential Homes

Nursery Playschemes After School Clubs Children’s Homes Social Work Home Care/Live In

**Training Requirements**