|  |  |  |
| --- | --- | --- |
| ki logo | **JOB APPLICATION FORM**  Please complete in black ballpoint pen if returning by post.  Ki Martial Arts Limited is committed to equality & diversity of opportunity in employment. We positively welcome your application irrespective of your gender, disability, race, colour, ethnic or national origin, nationality, sexuality, marital status, age, religious or political beliefs. | **Ref No:**  FTBMAA220424 |

**1. VACANCY DETAILS**

Job Title: **Business & Marketing Administrator Apprenticeship**

Closing Date for Applications: **N/A**

Section: **Administration** Interviews: **Individual dates**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. PERSONAL DETAILS**

Surname: Dixon First Names: Ben

Title: Mr Date of Birth 06 / 07 / 2002

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P | H | 6 | 9 | 7 | 1 | 0 | 2 | C |

National Insurance Number:

Home Address:

Flat 1, 20 The Square,

Plymouth, Devon

Post Code: PL1 3JX

Home Telephone No: No landline Mobile Telephone No: 07949002710

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: bpdixon7@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. ARRANGEMENTS FOR INTERVIEW**

*Ki Martial Arts Ltd is based in a three storey Victorian warehouse. The internal lift is goods only. Access between floors is by steep wooden stairs. Interviews usually take place in the Operation Manager’s office, which is situated on the second floor. Please consider this when completing this section.*

If you have a disability please tell us about any adjustment we may need to make to assist you at interview and/or work-based exercise?

Yes No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. PRESENT OR MOST RECENT EMPLOYMENT**

Job Title: Self Employed Fencer Salary: £1,300-1,800 per Month

Date started: 24th August 2023 Notice Required:

Date left (it applicable): 20th April 2024

Reason(s) for Leaving (if applicable): No work for me

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer's name: Myself (Ben Dixon) Telephone number: 07949002710

Address: Same as mine.

Postcode:

Main Duties and Responsibilities:

Erecting fences, prep work for site, marking and measuring. Prepping timber joints. General contractor assistant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. PREVIOUS EMPLOYMENT**

Have you previously worked at Ki Martial Arts Limited? Yes 🞎 No ×

Please include below details of all previous employment within the last five years. If there are any gaps in employment please detail these also.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Full Address of Employer | Job Title and Main Responsibilities | Dates  From To | | Reasons(s) for Leaving |
| K Hill & Partners:  Primrose Cottage, Warleggan, Mount, Bodmin, PL30 4HB  Duchy of Cornwall Nursery;  Cott Rd, Lostwithiel, PL22 0HW | Apprentice Forester (Woodland Management)  Front of House and Nursery Volunteer | 05/21  06/19 | 07/23  05/21 | Lack of employee care and low pay  Rejected to move permanently to the nursery |

**6. RELEVANT QUALIFICATIONS, TRAINING AND DEVELOPMENT**

Please list below any experience or competence you have which you feel may be relevant to the job role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Administration and Customer Service** | **Marketing and Languages** | **IT Skills and Packages** | **Numeracy and Literacy** |
| (e.g NVQ Level 2 Administration, Customer Service Level 2) | (e.g. French GCSE, Polish native)  **Level 3 in GCSE French**  **Started studying basic Japansese** | (e.g.M/S Word, CAD, Corel) | (e.g. Functional Skills Level 2 English, Maths GCSE Grade 4)  Level 4 in both GCSE English Lit and Lang  Level 5 in GCSE Maths |

**7. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| a. How many days have you been absent in the last three years? (Most recent first) | Yr 1: 10  Yr 2: 25  Yr 3: less than 10 |
| b. Do you hold a full current driving licence? | Yes |
| c. Do you have the use of a car? | No |
| d. Under the Working Time Regulations 1998 the Company must monitor the hours worked by its employees. | Please confirm whether this will be your only employment.  Yes |
| e. Are you eligible to work in the UK? | Yes |
| f. Are you related to any Company employee or to the partner of such a person?  Name:  Section: *(If applicable)* | No  Position:  Relationship: |

**8. REFERENCES**

Please give two referees. One should be your present employer, or if you are currently unemployed, your last employer, or if you are leaving full-time education, your Headteacher or College Principal. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. No approach will be made to your present employer before an offer of employment is made to you.

|  |  |
| --- | --- |
| Name: Malcom Truscott | Name: |
| Job Title: Owner of Cornish Chestnut | Job Title: |
| Address:  Morwenna, 2 New Park  Wadebridge | Address: |
| Postcode:  PL27 7PL | Postcode: |
| Telephone No:  07824 808188  Email:  Not known | Telephone No:  Email: |
| Relationship:  Colleague | Relationship: |

**9. DATA PROTECTION**

All information contained in this form will be treated strictly in accordance with the Company’s Data Protection Policy.

**10. DECLARATION**

I declare that to the best of my knowledge, the information given in this application is complete and that it may be used for purposes registered by the Company under the Data Protection Act 1998. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice.

Signature Ben Dixon Date 25/06/2024

**Please return this form to:** Annette Taylor, Ki Martial Arts Ltd., 119-120 King Street, Plymouth,

PL1 5JD or email to [jobs@kico.co.uk](mailto:jobs@kico.co.uk) by the due date to proceed with your application for the post.