**Cumbernauld Action for Care of the Elderly (CACE)**

**Application for Employment**

**CONFIDENTIAL**

Position Applied For:

NAME

ADDRESS

TEL NO (HOME)

TEL NO (WORK)

E mail

Where did you learn of this vacancy?

Are you legally entitled to work in the United Kingdom? Yes/No

If No, please give details on a separate sheet.

**DECLARATION**

I declare that all of the information I have presented in this application for employment is true and to the best of my knowledge, complete.

I have read and understood the contents of the Privacy Statement provided at the end of this form and freely give my consent to Cumbernauld Action for Care of the Elderly handling my personal information as described within the statement.

Signed: Date:

**Tables on this form should expand to accommodate answers. If you are having difficulties with the formatting please submit your answers to any relevant sections in a word document or pdf along with the application form.**

**SCHOOL AND FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Dates | Grades | Comments |
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| --- |
| Please give details of any relevant occupational/vocational training you have had with/without qualifications: |
|  |

**EMPLOYMENT**

*Current or most recent post*

|  |  |
| --- | --- |
| Job Title: |  |
| Employer Name: |  |
| Employer Address: |  |
| Current Salary: |  |
| Date Started: |  |
| Date Left: |  |
| Reason for leaving: |  |

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| --- |
| **WHAT ARE THE MAIN DUTIES AND RESPONSIBILITIES OF YOUR CURRENT / MOST RECENT POST?** |
|  |

**PREVIOUS EMPLOYMENT (please detail dates employed from/ to, employer, job title and duties for each job)**

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**WHICH ASPECTS OF YOUR JOB DO / DID YOU ENJOY MOST / LEAST?**

|  |  |
| --- | --- |
| MOST ENJOYABLE | LEAST ENJOYABLE |
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| --- |
| Why are you interested in this post? |
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**Personal Statement**

The following part of the application form will help us to compare your experience, skills and knowledge with the other candidates.

The person specification you received with the job description will help you to understand our requirements for the position.

**Please provide information on the ways in which your skills, knowledge and experience meet the requirements for the role, using examples.**

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| ADDITIONAL INFORMATION. Please use this space for any other information you wish to add which you feel is relevant to your application |
|  |

**REFERENCES**

Please give us details of two referees we may approach for confirmation of your ability / suitability for the job.

One of the referees must be your current or most recent employer, the others should have some present or past professional connection with you. If you are a student, a reference from a teacher/lecturer or club leader will be fine.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Ref 1 | Ref 2 |  |
| Name |  |  |  |
| Relationship to applicant |  |  |  |
| Email |  |  |  |
| Tel |  |  |  |
| Address |  |  |  |

Completed forms to be returned via email to [mags@careatcace.com](mailto:mags@careatcace.com)

Privacy Notice

CACE are committed to protecting your privacy and personal information in line with General Data Protection Legislation. (GDPR)

CACE will only keep personal or sensitive data with your prior consent, which you will have given in writing, verbally or electronically. Your information can be used to contact you regarding your application or simply to alert you of any service information, news, or marketing communications.

We will collect this information from your application form and the information will be stored electronically, with password protection. We will use the information you have provided on the application form in relation to our recruitment processes e.g. to contact you to offer you an interview. Information on the equal opportunities monitoring form does not form part of the recruitment process and is separated from the application and stored anonymously.

Information from your application is only shared internally however we may need to pass some of your details on to your referees so they can provide a reference for you. If you are unsuccessful in your application we will destroy your information after 6 months.

You have the right to object to us holding or sharing your information but please bear in mind that if you object, this may affect our ability to carry out the tasks above which may be of benefit to you. Any queries, please contact CACE’s office on **01236 451393**