#### Central Carers Association

#### Application Form

**For office use only**

Applicant No.

**Strictly Private and Confidential - Remove this page before short-listing**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
|  |
| **Post Code** |
| **e-mail address** |  |
| **Home Telephone No.** |  |
| **Mobile Telephone No.** |  |

Are there any restrictions on you taking up employment in the UK? Yes / No

If ‘Yes’ please provide details:

Please note any other employment that you would continue with if you were to be successful in obtaining the position:

|  |
| --- |
| **I confirm that the information contained in this Application Form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**  **I understand that this post may require a satisfactory Enhanced Disclosure Certificate from Disclosure Scotland, or an approved umbrella body, or provision of a Protecting Vulnerable Groups Scheme Record/Scheme Record Update. If so, an unsatisfactory disclosure or record may lead to the withdrawal of any offer of employment or termination of employment.**  **Signed** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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**Please Complete in Typescript**

**For office use only**

**Applicant No.**

|  |  |  |
| --- | --- | --- |
| Position applied for |  | |
| **Please give details of how you heard about this vacancy** | | |
| **Do you own, or have access to, a car?** **Yes / No**  **Do you hold a clean driving licence?** **Yes / No**  **If you answered ’No’ please give details of any driving offences and when they occurred** | | |
| **Name & address of present/most recent employer** | | |
| Job Title | | Length of time in job |
| Current Salary | | Notice required (or date left) |
| Brief description of duties and responsibilities of current or most recent employment | | |
| Please give reasons for leaving | | |

**PREVIOUS PAID OR UNPAID EMPLOYMENT IN THE PAST 10 YEARS** Continue on a separate sheet,

if necessary. Please start with the most recent employment first.

|  |
| --- |
| **Name and address of employer** |
| **From To** |
| **Position held** |
| **Summary of duties** |
| **Name and address of employer** |
| **From To** |
| **Position held** |
| **Summary of duties** |
| **Name and address of employer** |
| **From To** |
| **Position held** |
| **Summary of duties** |

**EXAMINATIONS/QUALIFICATIONS** obtained in school, college or university.

|  |  |  |
| --- | --- | --- |
| **Qualification and subject** | **Result/**  **grade** | **School/College/University** |
|  |  |  |

**OTHER TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Brief details relevant to your application | | | | | |
| **Please give an indication of your level of skills in Microsoft applications.**  **1 = poor 5 = excellent** | | | | | |
| **Word** | 1 | 2 | 3 | 4 | 5 |
| **PowerPoint** | 1 | 2 | 3 | 4 | 5 |
| **Access** | 1 | 2 | 3 | 4 | 5 |
| **Excel** | 1 | 2 | 3 | 4 | 5 |
| **Publisher** | 1 | 2 | 3 | 4 | 5 |

|  |
| --- |
| Referring to the job description, please outline in no more than 800 words your suitability for the post. Please include relevant previous experience and the extent to which you meet the criteria in the person specification. |

|  |  |
| --- | --- |
| **Please give details of spare time interests including membership of clubs and societies and any voluntary activities. Please mention any offices held in these organisations**. | |
| REFERENCES Please give the name, address and telephone number of two referees, who should not be related to you. Ideally at least one should be your current or most recent employer. We would prefer two business referees but will accept one personal referee if absolutely necessary. | |
| Name:  Position:  Address:  Telephone No:  Email Address:  Relationship to you:  **May contact be made prior to interview?**  **Yes / No** | Name:  Position:  Address:  **Telephone No:**  **Email Address:**  **Relationship to you:**  **May contact be made prior to interview?**  **Yes / No** |
| **Important**  **Do not send a curriculum vitae (CV) with this form or in place of it.**  **Please email your completed form to: recruitment@centralcarers.co.uk** | |

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deliberately blank **Central Carers Association**

**Equal Opportunities Monitoring**

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**Strictly Private and Confidential - Central Carers Association would like to assure applicants**

**that this page will be detached from the Application Form before short-listing takes place**.

**Position Applied For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Central Carers Association is an equal opportunity employer. The aim of our policy is to ensure that no applicant

or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and

civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted

and treated on the basis of their relevant merits and abilities and that no applicant or employee is

disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, please provide the following information.

**Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I would describe my ethnic group as:**

**White**

English Scottish Welsh Irish

Any other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

White & Black Caribbean White & Black African White & Asian White & Asian

**Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

Indian Bangladeshi Pakistani

Any other Asian background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black, Black British, Black English, Black Scottish, or Black Welsh**

Caribbean African

Any other background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group**

Chinese

Any other background, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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Criminal Convictions Declaration

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Applicant No.

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**Position Applied For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please note below any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974.

If the post you have applied for requires a Protecting Vulnerable Groups Scheme Record, this will be detailed in the Application Pack. **This means Central Carers Association is exempt from the Rehabilitation of** **Offenders Act 1974 and all criminal convictions, either spent or unspent, have to be disclosed below.**

If appointed, you may also be required to provide us with an Enhanced Disclosure Certificate or PVG

Scheme Record/Scheme Record Update.

Although this form will be removed before short-listing, any convictions declared will be given due

consideration to determine the applicants continued suitability before being invited for interview. **This**

**decision will be based solely on the relevance of the conviction to their ability to carry out the duties**

**of the post.**

**Based on the information provided above, do you have any criminal convictions to declare? Yes / No**

If ‘Yes’,please give details of any convictions below (continue on a separate page if necessary).

1. When did the offence take place?

What were you charged with?

What sentence did you receive?

1. What were your circumstances at that time?

i.e. family, financial etc.

1. What have you learned from the experience?
2. What is your present situation and your future expectations?

**Declaration**

I certify that all information contained in this form is true and correct to the best of my knowledge and

understand that false information or omissions may lead to withdrawal of offer of employment or dismissal.

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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