**Employment Application**



**Please note that these first 2 pages are used for monitoring purposes and correspondence and are removed from the rest of the application during the short-listing process**

**Section 1 - Personal Details & Equal Opportunities**

|  |  |
| --- | --- |
| Position applied for: | **Employability Co-ordinator** |
| Application Reference Number (office use only): |  |

How did you hear about this vacancy? (Please tick all that apply)

|  |  |
| --- | --- |
| Carers Link Internal e-bulletin/e-mail circular | Goodmoves |
| Carers Link Website | Indeed |
| Carers Link Facebook/Twitter | Other (please state): |
| If successful, when would you be able to start? |  |

# A. Personal Details

|  |  |
| --- | --- |
| Surname: |  |
| Other names: |  |
| Address: |  |
|  |  |
| Postcode: |  |
| Email: |  |
| Telephone (Day): |  |
| Telephone (Evening): |  |

Carers Link is keen that having a disability or health problem will not preclude full consideration of your application. For the purposes of the Equality Act 2010, is there a need to make any reasonable adjustments to our interview processes to ensure that you can fully participate?

|  |  |
| --- | --- |
| No | Yes - Please state how we can help: |
|  | |

Are you legally eligible for employment in the UK? Please note, that under Home Office Regulations, we are required to check your identity (for example by passport or birth certificate) should your application lead to an offer of appointment

|  |  |
| --- | --- |
| No | Yes |

Given the rural nature of East Dunbartonshire, the ability to travel is required. Whilst the ability to drive and access to a car is desirable, Carers Link is keen to ensure that lack of car ownership will not preclude candidates who may otherwise be suitable.

|  |  |  |
| --- | --- | --- |
| Do you have a current driving licence? | No | Yes |
| Please detail any endorsements: |  | |
| Do you have access to a car for work? | No | Yes |

# B. Equal Opportunities Monitoring

Please note that the questions on this page enable Carers Link to monitor our equal opportunities performances. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

|  |  |
| --- | --- |
| Date of Birth: |  |
| Gender: | Female / Male / Non-binary / Prefer not to say |
| Would you describe yourself as having a disability? | No  Yes (Please provide details) |
|  |  |

|  |  |
| --- | --- |
| Do you have caring experience? | No – I have no personal caring experience |
|  | Yes – I am a carer |
|  | Yes – I have previously been a carer |
|  | Yes – I am a Young Carer/Young Adult Carer |
|  | Yes – I have previously been a carer as a Young Person |

|  |
| --- |
| **Ethnicity - Please indicate main and subsequent categories**  **White**  Scottish  Irish  Other British  Any other white background (please state):  **Mixed ethnic group** (please state):  Asian Asian Scottish Asian British Indian  Pakistani  Bangladeshi  Any other Asian group (please state):  **Black**  **Black Scottish**  **Black British**  Black Caribbean  Black African  Any other Black group (please state):  Chinese Chinese Scottish Chinese British **Any other ethnic group** (please give details): |

**Section 2 - Application Form**

Please ensure all sections of the application form are completed and are clear to read.

|  |  |
| --- | --- |
| Position applied for: | **Employability Co-ordinator** |
| Application Reference Number (office use only): |  |

# About You

Carers Link has identified that a clear understanding and real empathy gained through personal experience of caring, is crucial in building supportive relationships with Carers. Over 75% of our Board and Volunteers have caring experiences – either personally or within their family – and this experience is also important for staff. Please share with us any personal caring experience or - if none - share your understanding of the impact that caring may have on a Carer especially if they are young. *You may add more lines if you require.*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Please give details of any hobbies or interests.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

# More About You

Please list your highest level of qualifications gained. You may also add any others which you feel may be appropriate to this post, starting with the most recent. *You may add more lines if you require.*

|  |  |
| --- | --- |
| Qualification | School/College/University/Agency |
|  |  |
|  |  |
|  |  |

Please indicate any further skills and training courses undertaken **relevant** to this appointment. Please provide the most recent first. *You may add more lines if you require.*

|  |  |  |
| --- | --- | --- |
| **Duration** e.g. 1 year 2 days etc | **Provider** | **Course or Certificate Gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please detail your computer skills, by telling us what you use and how. *If you are not familiar with any of these, it will not necessarily be a barrier as they may not be required for this role or training will be provided.* You can expand on any computing skills relevant to this position within the personal statement section.

|  |  |
| --- | --- |
| Microsoft Word |  |
|  |  |
| Microsoft Powerpoint |  |
| *or similar such as Prezi* |  |
| Microsoft Excel |  |
|  |  |
| Microsoft Outlook |  |
|  |  |
| Survey Monkey, Smart Survey, Mail Chimp etc. |  |
| *or similar* |  |
| Social Media |  |
|  |  |
| Wordpress or similar |  |
|  |  |

# Employment & Volunteering History

Please give details of any relevant unpaid/voluntary experiences including any offices held.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

Please detail your present or most recent employer:

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | | |
| Address: |  | | |
| Title of Post Held: |  | | |
| Date Started |  | Notice Required |  |
| Leaving Date (if appropriate) |  | Rate of Pay/Salary |  |
| Main duties and responsibilities: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

On the next page, please detail any other employment excluding the employment detailed above. Please show your more recent employment at the beginning. *You may add an extra page if you need.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Length of time with employer** | **Employer** | **Salary** | **Position Held** | **Main Responsibilities** | **Reason for Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Personal Statements

1. Please briefly explain why you are applying for this position.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. In the space below and over – and using the Job Description and Person Specification as a guide - please:
2. Tell us the **relevant experience or knowledge** that you would bring to the project.
3. Give **examples of you demonstrate the values** of the organisation
4. Further **demonstrate how your wider experiences meet the person specification** or demonstrate your ability to carry out this project or add anything else that you think we should know.

You may add lines if you wish and also add additional sheets but your Personal Statements section should not total more than four side of A4 paper.

# References

Please give details below of two people whom we may contact for references, one of whom should be your present or most recent employer. Referees should be people that know you well and can provide reliable information about your experience, skills and qualifications which make you suitable for this post. Please note that you may not give the name of someone related to you.

If you do not have recent employment, please use someone who will have knowledge of you in a working environment either paid or unpaid or through education/study.

Please note that references may be taken up if you are short-listed unless you specify otherwise.

|  |  |
| --- | --- |
| Name of Reference One: |  |
| Job Title: |  |
| Address: |  |
|  |  |
| Telephone: |  |
| Email: |  |
| How is the referee known to you? |  |
| May we approach if shortlisted? | Yes  No (Add comment if you prefer): |

|  |  |
| --- | --- |
| Name of Reference Two: |  |
| Job Title: |  |
| Address: |  |
|  |  |
| Telephone: |  |
| Email: |  |
| How is the referee known to you? |  |
| May we approach if shortlisted? | Yes  No (Add comment if you prefer): |

# Declaration

1. I confirm that the information in this application is, to the best of my knowledge, true and complete.
2. I understand that Carers Link reserves the right of dismissal should any deliberate false statement or statements be made on this form.
3. I understand that Carers Link reserves the right to require me to undergo a medical examination by contacting my doctor with a view to obtaining a medical report and/or through independent occupational assessment. I understand that further information will be detailed to me should this be required.
4. I understand Carers Link is registered under the Data Protection Act and is compliant with the EU General Data Protection Regulations (GDPR). I have been informed that the organisation’s Recruitment Policy contains full information of how my data is being stored and used in the recruitment process, and that this is available to me on the organisation’s website (<https://carerslink.org.uk/key-policies/>). **I therefore agree that:**

* My data as an applicant/candidate may be used to assess my potential ability to do the job through scoring against shortlisting criteria and interview.
* My data as an applicant/candidate may be stored for a maximum period of 6 months beyond the decision date as per the Data Table within the above Policy. After this time, if unsuccessful it will be securely shredded or deleted.
* I may withdraw consent at any stage and ask for my details to be shredded/deleted by contacting the CEO on [jennifer@carerslink.org.uk](mailto:jennifer@carerslink.org.uk)

Please note that you are under no statutory or contractual obligation to provide data to Carers Link during the recruitment process. However, if you do not provide the information, we may not be able to fully process your application.

Signature of applicant: Date

**Please note, that due to Pandemic Restrictions, we are only able to receive applications by e-mail**

Your application should now be sent to:

**Checklist for Applicants:**

**Make sure you have returned the following:**

* **A Cover Letter or Cover E-mail**
* **Section 1 Personal Details & EO Form**
* **Section 2 Application Form**
* **Criminal Conviction Declaration**

Clair Hegarty

Operational Manager

Carers Link East Dunbartonshire

by email to:

[clair@carerslink.org.uk](mailto:clair@carerslink.org.uk)