**Application for Employment** 

**Section1: Personal Details**

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| **Details of the post you are applying for** | | | | | |
| Job Title: | | | | | |
| Location: CACE, Suite 4, Arca Business Centre  Dunnswood House, Dunnswood Road  Wardpark South  Cumbernauld  G67 3EN | | | | | |
| **Personal Details** | | | | | |
| First Name: | Last Name: | | | | |
| Address: | Mobile Tel No: | | | | |
| Home Tel No: | | | | |
| Postcode: | Email: | | | | |
| Are you aware of any potential conflict of interest including friendship or relations delivering or receiving a service at CACE? | Circle yes or no  If the answer is yes, please describe | | | | |
| **Driving** | | | | | |
| Do you hold a valid Driving Licence? | | Yes |  | No |  |
| Do you own or have access to a car for work? | | Yes |  | No |  |
| **Working in the UK** | | | | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | | Yes |  | No |  |
| If yes, please provide details: | | | | | |
| Do you require a work permit to take up employment in the UK? | | Yes |  | No |  |

**Section 2 General Information**

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| **References - please give two referees, one of whom should be your present or most recent employer** | |
| Name: | Name: |
| Job Title: | Job Title: |
| Company: | Company: |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel no: | Tel no: |
| Email: | Email: |
| Relationship to you: | Relationship to you: |
| May we contact them at this stage?  Yes No | May we contact them at this stage?  Yes No |

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| **Applicants with Disabilities** |
| If you have a disability, do you have any requirements to enable you to attend and participate at interview should you be selected?  Yes No  If yes, please specify: |

**Section 3: Experience, Skills and Qualifications**

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| **Present or most recent employment, voluntary work or personal experience** | | |
| Post Title: | | Name of Employer: |
| Dates Employed  From: To: | | Employer's Address: |
| Reason for leaving / wishing to leave:  Notice required: Weeks | | |
| Brief description of duties / responsibilities / experience gained: | | |
| **Previous employment, voluntary work or personal experience**  *(Please list in date order, most recent first)* | | |
| Date  From / To | Employer's Name / Address | Post Title  Duties / responsibilities / experience gained  Reason for leaving |
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| **Formal education, technical and professional skills** | | |
| Please name any institute or professional body in full, the name of the qualification, attainment level and the relevant dates | | |
| Title or Subject | Where and how did you study? (*part-time, full- time, at school, college, university, work or home?)* | Result / Date |
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| **Personal Development** | | |
| Please give details of any other courses, memberships, voluntary or other work which you consider relevant to this application | | |
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| **Personal Statement** | | |
| Please tell us why you are applying for this post, paying particular attention to the skills and responsibilities of the position as outlined in the job description | | |
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**Section 5: Data Protection Statement**

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| We have a legitimate interest in processing the personal data on your application form in order to manage the initial stage of the recruitment process.  By signing this application form, you are giving CACE your consent to the processing of any sensitive personal data on your application form. We will securely destroy your personal data no later than six months after the end of the recruitment process unless we have sought and you have given your consent to holding it for longer.  The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.  The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected on this form with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form, you agree to the processing of sensitive personal data, (as described above), in accordance with our registration as a Data Controller with the Information Commissioner’s Office. |

**Section 6: Declaration**

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| I declare that to the best of my knowledge and belief the information given herein is correct and complete. I understand that CACE reserves the right to withdraw any offer of employment or to terminate employment already commenced if the information provided to CACE is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by CACE, any medical reports or disclosure check. | |
| Signed: | Date: |

## **Please return completed forms to:** [**info@careatcace.com**](mailto:info@careatcace.com) **or Wilma Paterson, CEO, CACE, Suite 2, ARCA Business Centre, Dunnswood House, Dunnswood Road, Wardpark South, Cumbernauld, G67 3EN**