

APPLICATION FOR EMPLOYMENT

Job Reference applying for:		<i>Office use only</i>
		<i>Date received:</i>
Location of post:		<i>Shortlist:</i>
		<i>Informed:</i>

PERSONAL DETAILS

Forename(s):	Surname:
Address:	Title:
	Home telephone:
	Mobile telephone:
	Work telephone:
Postcode:	Email address:

EDUCATION AND TRAINING (Please expand this section /section /continue separate sheets if required)

Secondary School, College	Dates (from - to)	Qualifications (certificates will be required)

Higher Education	Dates (from - to)	Qualifications (certificates will be required)
Professional qualifications (certificates will be required)		
Other relevant and or/ vocational training (certificates will be required)		
Please complete on continuation sheet or a separate sheet of A4 paper if necessary and attach to the application.		

REFERENCES Two referees are required. One must be from your current / previous employer. If you have not worked, please give the details of a teacher or lecturer. Referee's should not be relatives, friends or people with whom you live.

1 Current or most recent employer / teacher	2 Additional Referee
Name:	Name:
Post:	Post:
Organisation:	Organisation:
Address:	Address:
Email:	Email:

Telephone number:			Telephone number:		
				Yes	No
PRESENT AND PREVIOUS EMPLOYMENT – Please state at least the last 5 years of your employment; provide any gaps in your employment history.					
Job Title	Name and address of employer	Dates (to - from)	Reason for Leaving	Salary	

--	--	--	--	--

--	--	--	--	--

Statement in support

Please use the job & person profile that you have been sent with your application pack, demonstrate your suitability for the position that you are applying. In this section you may want to mention relevant previous experience which you may have gained inside or outside the employment. (Please refer to guidance notes and the job and person profile (JPP)).

Please complete on continuation sheet or a separate sheet of A4 paper if necessary and attach to the application.

Personal Declaration

Having a criminal record may not necessarily bar you from working for the organisation. However, as our employees may undertake work that brings them into contact with vulnerable adults and or young persons aged under 18 or those who may suffer from physical or mental illnesses, you are required to disclose all criminal convictions, including those spent under The Rehabilitation of Offenders Act 1974. This is because the position you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments.

Please note that as you may have access to vulnerable adults and young children on a one to one basis, all employees are required to undertake an Enhanced DBS Disclosure. Please see further details on the Disclosure and Barring Service website; www.gov.uk/government/organisations/disclosure-and-barring-service.

Have you ever been convicted of a criminal offence (including bind-overs, cautions or charges, spent or unspent)?

Yes

No

Applicants for posts should also ensure that you have declared any disciplinary action taken by a professional body or unresolved issues (pending or current) and that the information disclosed on your application form is correct. Failure to disclose such information may result in dismissal or disciplinary action.

Have you had disciplinary action taken against you by your employer or professional body, or are there any unresolved issues (pending or current)?

Yes

No

If yes, please give details on a separate sheet in a sealed envelope, with your name clearly printed and marked 'Strictly Confidential'

Are you legally entitled to work in the UK and able to provide documentary proof of this such as a passport or work permit, prior to starting work with Carers Federation??

Yes

No

Are you an EEA (European Economic Area) National?

EEA countries are Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and UK.

Yes

No

What is your notice period from your current employer?		
--	--	--

If you are related to any Board or staff member of Carers Federation please State their name, position and your relationship to them.	
--	--

DECLARATION

I understand that the information provided on this form will be used to process my application for employment and if my application is successful , to administer my personnel record. I agree to this information being held and used for recruitment and monitoring purposes.

I declare that the information I have given is true and complete. I understand that any false or misleading information may result in the withdrawal of any offer of employment or dismissal if appointed.

Signature of Applicant	Date
<input type="text"/>	<input type="text"/>

--

The completed form should be returned to:
Recruitment, Carers Federation Ltd, 21-23 Pelham Road Nottingham, NG5 1AP
or Recruitment@carersfederation.co.uk

DATA PROTECTION

The information on this form may be processed on computer to manage your application and for monitoring purposes. If appointed the information may be used for payroll, vetting, employment and pension purposes and will be retained for up to 6 years post-employment.

Application forms received from unsuccessful candidates will be retained securely for up to 6 months and then destroyed as no longer required

All applications should be received on or prior to the closing date advertised; those received after the closing date will not be considered.

Carers Federation Equal Opportunities Monitoring Form

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. Please complete this form and return it with your application. **This form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.**

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 file.

GENDER

What is your gender (please tick)?

Male	
Female	
Prefer not to say	

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

GENDER IDENTITY

Do you identify as transgender/transsexual?

Yes	
No	
Prefer not to say	

ETHNIC GROUP

How would you describe your nationality and/or ethnicity (please tick)?

White		Mixed race (Dual heritage)		Asian or Asian British	
British - English, Scottish or Welsh		White and Black Caribbean		Indian	
Irish		White and Black African		Pakistani	
Other White background		White and Asian		Bangladeshi	
		Other Mixed background		Other Asian background	

Black or Black British		Chinese and other groups			
Caribbean		Chinese		Prefer not to say	
African		Other ethnic group			
Other Black background					

AGE

What is your age (please tick)?

16–17		18–21		22–30		31–40		41–50	
51–60		61–65		66–70		71+		Prefer not to say	

SEXUAL ORIENTATION

How would you describe your sexual orientation (please tick)?

Heterosexual / straight		Bisexual		Prefer not to say	
Gay man		Gay woman / lesbian			

RELIGION OR BELIEF

Please describe your religion or other strongly-held belief.

I would describe my religion or belief as:	
I have no particular religion or belief:	
Prefer not to say:	

DISABILITY

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

Yes		No	
Used to have a disability but have now recovered		Don't know	
Prefer not to say			

ABOUT THE VACANCY

Please state which job you have applied for and the closing date given for applications.

Where did you hear about this job (please tick)?

Newspaper (please specify)		Friend		Recruitment company	
.....					
Company website		Other (please specify)			
				

Thank you for completing the questionnaire. All information provide will be treated in the strictest confidence.

Signature of Applicant:

Date: