



Application for post of:

--

In accordance with our Equal Opportunities Policy, our recruitment process is monitored to check that unfair discrimination is not taking place. To help us in this, please complete the following by ticking the relevant boxes.

Pages 1 and 2 will be detached from the rest of the application form before short listing and interviewing take place.

PERSONAL DETAILS

Gender			
First Name			
Last Name			
Address		Post Code	
Date of Birth			
Home Telephone no			
Work telephone no			
Email			
Can we ring you at work?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>



I would describe my race or cultural origin as:

Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black other	<input type="checkbox"/>	White	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

I am aged between 16 and 65 years

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

I am registered disabled 2

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

I possess an enhanced Disclosure Barring Service certificate check?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Do you speak any other language?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes please state

--

Do you have a good command of spoken and written English?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Where and when did you see this position advertised?

--



EMPLOYMENT (including both paid and voluntary employment)

Current employer	
Address	Post Code
Post Held	Basic Salary PA
Date started	Until
Notice required	

Brief description of duties

OTHER EMPLOYMENT/CAREER HISTORY (PLEASE PUT MOST RECENT FIRST)

From	To	Employer	Address	Position Held



EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post.

VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD/REFERENCES

Please give names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. (One must be from a social care field)

Name	Name
Position	Position
Company	Company
Address	Address
Email	Email
Tel	Tel

If you have not been in paid employment, please give the head of the education or training establishment and/or representative of the voluntary organisation with which you have been involved.



From	To	Address	Position Held
From	To	Address	Position Held

EDUCATION AND QUALIFICATIONS

Type of Institution	Examinations & Subjects Studied	Grade of Award or Examination

Please give details of courses undertaken, including short courses and in-service training, and/or current studies.



Please indicate whether your referee can be approached before interview:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Can we contact you at work?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

DECLARATION

I declare that to the best part of my knowledge the information given on pages 1-5 is correct and can be treated as part of any subsequent contract of employment.

Signature	
Date	

REHABILITATION OF OFFENDERS ACT

Positions with children are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You must therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any convictions, cautions or reprimands, warnings or bind-overs and that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If the answer is 'Yes', you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>)