

# Central Carers Association

## Application Form

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

For office use only

Applicant No.

<b>Name</b>
<b>Address</b>
_____
_____
_____
<b>Post Code</b>
_____
<b>e-mail address</b>
_____
<b>Home Telephone No.</b>
_____
<b>Mobile Telephone No.</b>
_____

As an employee of Central Carers Association, you are exempt from the Rehabilitation of Offenders Act 1974 and all criminal convictions either spent or unspent have to be disclosed.

In order to comply with our Equal Opportunities Policy, this page will be detached from the Application Form before shortlisting takes place so that no-one is disadvantaged due to their age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

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 the Criminal Records Bureau, 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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**Applicant No.**

**Please Complete in Black Ink or Typescript**

<b>Position applied for</b>	
<b>Please give details of where this post was advertised or how you heard about it</b>	
<p><b>Do you own, or have access to, a car?      Yes / No</b></p> <p><b>Do you hold a clean driving licence?      Yes / No</b></p> <p><b>If you answered No please give details of any driving offences and when they occurred</b></p>	
<b>Name &amp; address of present/most recent employer</b>	
<b>Job Title</b>	<b>Length of time in job</b>
<b>Current Salary</b>	<b>Notice required (or date left)</b>
<b>Brief description of duties and responsibilities of current or most recent employment</b>	

**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.

<b>Name and address of employer</b>	
<b>From</b>	<b>To</b>
<b>Position held</b>	
<b>Summary of duties</b>	
<b>Name and address of employer</b>	
<b>From</b>	<b>To</b>
<b>Position held</b>	
<b>Summary of duties</b>	
<b>Name and address of employer</b>	

<b>From</b>	<b>To</b>
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<b>Name and address of employer</b>	
<b>From</b>	<b>To</b>
<b>Position held</b>	
<b>Summary of duties</b>	
<b>Name and address of employer</b>	
<b>From</b>	<b>To</b>
<b>Position held</b>	
<b>Summary of duties</b>	

**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		
<b>Word</b>	1	2	3	4	5
<b>Powerpoint</b>	1	2	3	4	5
<b>Access</b>	1	2	3	4	5
<b>Excell</b>	1	2	3	4	5
<b>Publisher</b>	1	2	3	4	5

**Referring to the job description and person specification, 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 post your completed application form marked ***“Strictly Private and Confidential”*** to :

**The Centre Manager  
Falkirk & Clackmannanshire Carers Centre  
1a Bank Street  
FALKIRK  
FK1 1NB**

Or e-mail to: **recruitment@centralcarers.co.uk**

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# Central Carers Association

## Equal Opportunities Monitoring

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For office use only Applicant No.
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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, would you please provide the following information. **Central Carers Association would like to assure applicants that this page will be detached from the Application Form before short-listing takes place.**

Date of birth \_\_\_\_\_

Sex \_\_\_\_\_

**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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# Central Carers Association

## Criminal Convictions Declaration

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Applicant No.

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

**As an employee of Central Carers Association, you are exempt from the Rehabilitation of Offenders Act 1974 and all criminal convictions, either spent or unspent, have to be disclosed.**

**Convictions** – please give details of any convictions below (continue on a separate page if necessary)

- a) When did the offence take place?  
  
What were you charged with?  
  
What sentence did you receive?
- b) What were your circumstances at that time?  
i.e. family, financial etc.
- c) What have you learned from the experience?
- d) What is your present situation and your future expectations?

**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.**

### 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 dismissal.

Name \_\_\_\_\_

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