#### Central Carers Association

#### Application Form

**For office use only**

Applicant No.

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

|  |  |
| --- | --- |
| **Name** Click here to enter text. | |
| **Address** | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| **Post Code** Click here to enter text. |
| **e-mail address** Click here to enter text. | |
| **Home Telephone No.** Click here to enter text. | |
| **Mobile Telephone No.** Click here to enter text. | |

**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** Click here to enter text. |

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**Please Complete in Black Ink or Typescript**

**For office use only**

**Applicant No.**

|  |  |
| --- | --- |
| Position applied for Click here to enter text. | |
| **Please give details of where this post was advertised or how you heard about it**  Click here to enter text. | |
| **Do you own, or have access to, a car?** Yes No  **Do you hold a clean driving licence?** Yes No  **If you answered No, please give details of any driving offences and when they occurred**  Click here to enter text. | |
| **Name & address of present/most recent employer**  Click here to enter text. | |
| Job Title Click here to enter text. | Length of time in job Click here to enter text. |
| Curret Salary Click here to enter text. | Notice required (or date left) Click here to enter text. |
| Brief description of duties and responsibilities of current or most recent employment  Click here to enter text. | |
| Please give reasons for leaving Click here to enter text. | |

**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

|  |
| --- |
| **Name and address of employer**  Click here to enter text. |
| **From** Click here to enter text. **To** Click here to enter text. |
| **Position held** Click here to enter text. |
| **Summary of duties**  Click here to enter text. |
| **Name and address of employer**  Click here to enter text. |
| **From** Click here to enter text. **To** Click here to enter text. |
| **Position held** Click here to enter text. |
| **Summary of duties**  Click here to enter text. |
| **Name and address of employer**  Click here to enter text. |
| **From** Click here to enter text. **To** Click here to enter text. |
| **Position held** Click here to enter text. |
| **Summary of duties**  Click here to enter text. |
| **Name and address of employer**  Click here to enter text. |
| **From** Click here to enter text. **To** Click here to enter text. |
| **Position held** Click here to enter text. |
| **Summary of duties**  Click here to enter text. |
| **Name and address of employer**  Click here to enter text. |
| **From** Click here to enter text. **To** Click here to enter text. |
| **Position held** Click here to enter text. |
| **Summary of duties**  Click here to enter text. |

**EXAMINATIONS/QUALIFICATIONS** obtained in school, college or university

|  |  |  |
| --- | --- | --- |
| **Qualification and subject** | **Result/**  **grade** | **School/College/University** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**OTHER TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Brief details relevant to your application Click here to enter text. | | | | | |
| **Please give an indication of your level of skills in Microsoft applications by ticking the appropriate box**  **poor fair competent good excellent** | | | | | |
| **Word** |  |  |  |  |  |
| **Powerpoint** |  |  |  |  |  |
| **Access** |  |  |  |  |  |
| **Excell** |  |  |  |  |  |
| **Publisher** |  |  |  |  |  |

|  |
| --- |
| 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.  Click here to enter text. |

|  |  |
| --- | --- |
| **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**  Click here to enter text. | |
| 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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**Equal Opportunities Monitoring**

**Strictly Private and Confidential - Central Carers Association would like to assure applicants that this page will be detached from the Application Form before short-listing takes place**

**For office use only**

Applicant No.

**Position Applied For** Click here to enter text.

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:

**Date of birth** Click here to enter text. **Gender** Click here to enter text.

**I would describe my ethnic group as:**

**White**

English Scottish Welsh  Irish

**Mixed**

White & Black Caribbean  White & Black African White & Asian  White & Asian

**Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

Indian  Bangladeshi  Pakistani

**Black, Black British, Black English, Black Scottish, or Black Welsh**

Caribbean African

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group**

Chinese

**Any other background, please specify** Click here to enter text.

**Name** Click here to enter text.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** Click here to enter text.

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Criminal Convictions Declaration

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

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Applicant No.

**Position Applied For** Click here to enter text.

**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.**

**This form will be removed before short-listing, however, 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.**

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

When did the offence take place? Click here to enter text.

What were you charged with? Click here to enter text.

What sentence did you receive? Click here to enter text.

What were your circumstances at that time i.e. family, financial etc.? Click here to enter text.

What have you learned from the experience? Click here to enter text.

What is your present situation and your future expectations? Click here to enter text.

**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** Click here to enter text.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** Click here to enter text.

If appointed, you may also be required to provide us with an Enhanced Disclosure Certificate or PVG

Scheme Record/Scheme Record Update.