## APPLICATION FOR EMPLOYMENT

Please complete this form electronically, or if this is not possible, please write clearly using black ink only. Please return the Word version (not PDF) to allow it to be anonymised for shortlisting and E&D monitoring.

Return to [poppyc@carersupportservices.co.uk](mailto:poppyc@carersupportservices.co.uk) or by post to: Charity Manager, Carer Support Wiltshire, Independent Living Centre, St George’s Road, Semington, Trowbridge, Wiltshire BA14 6JQ.

*Please note that if you are returning the form by email and unsigned, you will still be bound by the declaration on the form when CSW receives the electronic application.*

|  |  |
| --- | --- |
| Position applied for: |  |
| Are you applying for Part-Time or Full-Time hours? *If Part-Time, please specify the number of hours you are requesting.* |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname |  |
| Forename |  |
| Title |  |
| Address |  |
| Postcode |  |
| Contact Number |  |
| Email |  |

**For all yes / no answers, please delete as applicable.**

|  |  |
| --- | --- |
| Are there restrictions on your continued residence or employment in the UK? | Yes / No |
| If yes, please give details below: | |
|  | |
| What period of notice are you required to give to your present employer? |  |

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |

*Please note that this page will be detached from your application prior to it being considered for shortlisting, to ensure equality of opportunity.*

#### EMPLOYMENT RECORD

|  |  |
| --- | --- |
| **Current or most recent job** | |
| Position held |  |
| Dates employed | From To |
| Name of employer |  |
| Address of employer |  |
| Brief description of role |  |
| Current or final salary |  |
| Reason for leaving |  |

|  |
| --- |
| **Previous employment (starting with most recent).** Attach additional sheets as required. |

| **Dates employed** | **Employer name and address** | **Position and brief description of role** | **Reason for leaving** |
| --- | --- | --- | --- |
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**EDUCATION**

Please indicate all qualifications, starting with the most recent.

| **School / College / University** | **Qualifications (include subject and grade)** |
| --- | --- |
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**TRAINING / PROFESSIONAL MEMBERSHIPS**

| **Course / Organisation** | **Description / Qualification** |
| --- | --- |
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| --- | --- |
| **Complete this section if being a car owner and driver is a requirement of the role** | |
| Do you have a current driving licence? | Yes / No |
| Do you have your own vehicle? | Yes / No |

**SUPPORTING STATEMENT**

Your application will be assessed against the requirements of the person specification for the role. Attach additional sheets if required.

|  |
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|  |

*The following pages will be detached from your application prior to it being considered for shortlisting.*

**REFERENCES**

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted, and ensure that your referees are aware of this application, and also, if you are providing us with their email address, that you obtain your referee's permission.

|  |  |  |
| --- | --- | --- |
| **1st reference** | | |
| Name |  | |
| Address |  | |
| Postcode |  | |
| Telephone (day) |  | |
| Email |  | |
| Position held in relation to applicant |  | |
| Can referee be contact prior to an offer being made? | | Yes / No |

|  |  |  |
| --- | --- | --- |
| **2nd reference** | | |
| Name |  | |
| Address |  | |
| Postcode |  | |
| Telephone (day) |  | |
| Email |  | |
| Position held in relation to applicant |  | |
| Can referee be contact prior to an offer being made? | | Yes / No |

**REHABILITATION OF OFFENDERS ACT 1974**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

|  |  |
| --- | --- |
| Have you been convicted of a criminal offence which **is** **not spent**? | Yes / No |
| If yes, please give details of date(s), offence(s) and sentence(s) passed below: | |
|  | |

*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*

**DECLARATION**

|  |  |
| --- | --- |
| I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal.  I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application. | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**EQUAL OPPORTUNITIES**

|  |  |
| --- | --- |
| We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned.  Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.  *To assist us in monitoring the operation of our equal opportunity policy, and for no other reason, please answer the following questions. (Mark boxes as appropriate.)* | |
| **Sex** | Male  Female  Prefer not to say |
| **Age** | 16-18 yrs  19-21 yrs  22-35 yrs  36-45 yrs  46-64 yrs  65 yrs and over  Prefer not to say |
| **Do you consider yourself to have a disability?** | Yes  No  Prefer not to say |
| **Race** | **White:**  British  Irish  Other  **Mixed race:**  White and black Caribbean  White and black African  White and Asian  Mixed race other  **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Other  **Black or Black British:**  Caribbean  African  Other  **Chinese or other ethnicity:**  Chinese  Any other ethnicity  **Prefer not to say** |
| **Sexual orientation** | Lesbian / gay  Bisexual  Heterosexual  Prefer not to say |
| **Religion** | Christian (including Church of England/Wales/Scotland/Ireland, Catholic, Protestant and all other Christian denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Other religion  No religion  Prefer not to say |