

# Application form

**Post applied for: Care Worker**

Please complete in black ink or type

## Personal details – Part A

<b>Preferred title:</b>	<b>First name:</b>	<b>Surname/family name:</b>
<b>Address:</b>		
<b>Post code:</b>		
<b>E mail address:</b>		
<b>Tel. (home):</b>		<b>Tel. (work or mobile):</b>
<b>Do you hold a full and valid UK driving licence? Yes/No</b>		

## References

Please give names, addresses and telephone numbers of two people who can provide references for you. They **must** be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. Carers Trust reserves the right to contact other previous employers. We do not approach referees until after interview.

<b>Present or previous employer</b>	
<b>Name:</b>	<b>Name:</b>
<b>Job title:</b>	<b>Job title:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>E mail address:</b>	<b>E mail address:</b>
<b>How is this referee known to you?</b>	<b>How is this referee known to you?</b>
Do you wish to be contacted before we approach this referee? Yes/No	Do you wish to be contacted before we approach this referee? Yes/No

## Right to work in the United Kingdom

Do you have the right to work in the UK? \_\_\_\_\_

In order to comply with the Immigration, Asylum and Nationality Act 2006 we will ask you to provide documentary evidence of your right to work in the UK during the recruitment process.

## Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. 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 on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Write YES or NO \_\_\_\_\_

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview. Please see guidelines on completing the application form for further details.

## Declaration

**I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.**

**Signed:**

**Date:**

If you downloaded your application from the internet please print it off and sign.

**Section A will be detached from your application. All short listing will be carried out on a completely fair basis in accordance with Equal Opportunities Legislation and Policy**

# Application form



## Education and work history – Part B

### Education and qualifications

Please tell us about the school/college/university you attended, starting with the most recent.

Name of school / College / university	Dates you started and finished	Qualification and grade

### Voluntary work

Please give details of any voluntary work or community activity.

## Training

Please tell us about any training courses you have been on that you think are relevant to this application.

Course title and content	Organisation that ran training	Date training attended

## Present or most recent employment

<p><b>Employer's name and address:</b></p> <p><b>Dates of employment including <u>month and year</u>:</b></p> <p><b>Post title:</b></p> <p><b>Please tell us about what you did in your job:</b></p>          <p><b>Reason for leaving:</b></p>  <p><b>Notice required:</b> <span style="float: right;"><b>Salary:</b></span></p>
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## Past employment

Please record and include an explanation of any gaps in employment such as:

raising a family / unemployed / travelling etc.

Employers name and address:	Dates inc. <u>month</u> / <u>year</u> :  From To	Job title and brief description of duties:	Reason for leaving:

If you need more space please continue on a separate sheet of paper

## **Information in support of your application**

Please use this space to tell us how your skills, experience and knowledge match those in the job description and person specification. You will need to give examples from employment or voluntary work to show how you meet these criteria. Invitation to interview for this post will depend on how well you meet the criteria.

**If you need more space please continue on a separate sheet of paper**



# Equal opportunities monitoring form

This questionnaire will not be seen by the recruitment panel. All information received will be treated in strict confidence. Crossroads strives to be an equal opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order to have accurate information about our performance we would be grateful if you would complete this monitoring form and return it with your application form. If you feel that our recruitment procedure has unfairly discriminated against your application to work with us, please take this opportunity to tell us.

**Post applied for:**

1	How would you describe your ethnicity?			
	White		Asian or Asian British	
	British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	Any other white background <i>(please specify.)</i>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
			Any other Asian background <i>(please specify.)</i>	<input type="checkbox"/>
	Black or Black British		Mixed	
	African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
	Any other black background <i>(please specify.)</i>	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
			Any other mixed background <i>(please specify.)</i>	<input type="checkbox"/>
	Chinese		Other ethnic group	
	Chinese	<input type="checkbox"/>	Other ethnic group <i>(please specify.)</i>	<input type="checkbox"/>
	If you would like to further describe your ethnicity, please do so here:			

2	Which age category do you fit into?			
	18 - 24 years	<input type="checkbox"/>	49 - 56 years	<input type="checkbox"/>
	25 - 33 years	<input type="checkbox"/>	57 - 65 years	<input type="checkbox"/>
	34 - 40 years	<input type="checkbox"/>	66 - 70 years	<input type="checkbox"/>
	41 - 48 years	<input type="checkbox"/>	Over 70 years	<input type="checkbox"/>
3	Are you male or female?			
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
4	Do you consider yourself to be a person with a disability? This includes people with long term health conditions. If you tell us you have a disability we will make reasonable adjustments to where you work and to your work arrangements and at interview.			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5	Are you a carer? "A carer is someone, who, without payment, provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability."			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please tell us how you heard about the job you are applying for so we can find out how good our advertising is

Newspaper (which one)  
.....

Web site (which one)  
.....

Other (please give details)  
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