

Guidelines on completing the application form

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE ENCLOSED APPLICATION FORM

Thank you for your interest in Carers Trust – East Midlands.

The notes that follow are intended to help you complete the application form by explaining what you should include in each section.

The Person Specification sent to you will provide you with details of the Experience, Skills, Knowledge and sometimes Qualifications that you need for the post. Your application will be assessed against these listed criteria and so you must demonstrate that you meet them to be short-listed for interview.

Please ensure you include as much relevant information as possible.

1. General Points

- i. Please complete the form, in your own handwriting, using black ink so that it can be photocopied.
- ii. Please check that the form is for the correct post and take note of the closing date.
- iii. Please ensure that you include as much relevant information as possible on the actual application form. Any information provided on CV's will not normally be considered for short-listing purposes. If little or no information is provided on the application form it will be impossible to assess your suitability. Therefore progression to the shortlist for interview will be unlikely.
- iv. If you do not have enough space on the form at any point, you may continue on a separate sheet of paper, however, personal details, e.g. name, should not be included on any supplementary sheets.

2. Personal Details (Part 1 single sheet)

- i. The first section asks for some basic details about yourself. Please provide all the details as requested and sign the form.
- ii. Please supply the details of 2 persons to whom we may apply for references, one should be your most recent employer, and/or if you are a recent school leaver, one should be the Head-teacher of your last school. References will usually be taken up prior to interview unless you clearly indicate otherwise.
- iii. Please provide details about any criminal convictions you have had, spent or not, as failure to do so would result in dismissal or disciplinary action. Previous convictions will be looked at individually and may not automatically exclude participants for employment.
All applicants will be appointed subject to satisfactory police checks.
- iv. Please ensure you have completed all the details requested on the application forms, and then sign the 'Declaration' Section on Part A. Please note that if untrue or inaccurate information is recorded, any employment contract may be invalidated and the employee subject to disciplinary action or dismissed.

3. Equal Opportunities Monitoring Form

(See separate form)

- i. Please complete this form to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes. This part of the application form will be removed before the selection process begins.
- ii. Please complete the section asking where you saw the post advertised as this will help us to assess how effective our recruitment campaign has been.

4. Information (Part B)

i. Current/Previous Employment

Please provide details of your present post as requested, including any work experience or Youth Training. You should insert the title of your present post and include the name and address of your employer. Please provide full details of any previous posts you have held, starting with your first job.

ii. Period of Notice Required

Please state the length of notice required by any current employer.

iii. Further Information

Please provide any supportive information about your current or previous role and responsibilities, to demonstrate the experience, skills and abilities you feel you have which would help you to do the job you are applying for. Please continue on a separate sheet if necessary.

iv. Qualifications / Education / Training

Please provide full and accurate details about your education, training, and if required, qualifications. All qualifications must be supported by relevant certificates, but please do not attach certificates, these may be requested at a later date.

Completed application forms should be sent to Carers Trust, 19 Pelham Road, Sherwood, Nottingham NG5 1AP.

Application form

Post applied for: Carer Support Worker – Non-Guaranteed hours

Please complete in black ink or type

Personal details – Part A

Preferred title:	First name:
Surname/family name:	
Address:	
Post code:	
E mail address:	
Tel. (home):	Tel. (work or mobile):
Primary Mode of Transport (Circle as Appropriate):	
Car Bus/Walk Motorcycle Pushbike	
If applicable, do you hold a full and valid UK driving licence? Yes/No	

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.

Present or previous employer	
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
E mail address:	E mail address:
How is this referee known to you?	How is this referee known to you?
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

Post applied for: Carer Support Worker – Non-Guaranteed hours

Please complete in black ink or type

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.

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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>Employer's name and address:</p> <p>Dates of employment including <u>month and year</u>:</p> <p>Post title:</p> <p>Please tell us about what you did in your job:</p> <p>Reason for leaving:</p> <p>Notice required: Salary:</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 / 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:

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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)

AGREEMENT OF AVAILABILITY

Staff commitment

A Zero-hour contract is a contract of employment which does not specify any number of hours that an employee will be required to work. Instead of working a specific number of hours per week, you must be ready to work within your agreed availability. Your working hours will be flexible and can be any time within the 24 hours' day, Sunday to Saturday inclusive, in order to meet the needs of the families receiving help from the Scheme.

Benefits to you - Offers flexibility, less disruption from phone calls, work with you and your requirements e.g. tax credits, peace of mind etc.

Benefits to the company - Capacity, efficient use of resources etc.

Preferred hours will be discussed and noted. Carers Trust East Midlands is unable to guarantee you a minimum number of working hours. During peak times we may contact you and ask to work outside your availability.

Clearly state the hours of work you are available each week, to include a minimum of one late evening per week and alternate weekends.

To allow the business needs to be met, 4 weeks' notice must be given prior to any **significant** changes to your regular work and availability pattern. Failure to give 4 weeks' notice of non-attendance to a service user may result in disciplinary action.

Small changes to your availability must be requested one week in advance (e.g. Doctors, Dentists appointments) by emailing the office by midday on Mondays for the following week's rota.

Employer commitment

All rosters will be complete and can be viewed by Staff Portal (an online web based system) by 5.30pm on Fridays, for the following week's rota. You will be alerted by text or email to view Staff Portal for any changes to your rota which come in effect before 5pm the following day.

We may contact you by phone to cover any emergency absence on an adhoc basis. You are required to be contactable during the hours stated of your availability. Failure to do this may result in disciplinary action.

Failure to adhere to the above may result in a breach of contract and company policy.

The approximate number of hours I wish to work regularly each week is _____
 e.g. 16-21 21-35 35 +

	Early morning 7 - 10AM	Morning 10 – 12MD	Afternoon 12 –5PM	Early Evening 4 – 7PM	Evening 7 – 10PM	Overnight 10 – 7AM
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Please tick how many weekends are you available? 2 in 4 3 in 4 4 in 4

If you wish to comment further on your availability/flexibility please use the box below:

Additional skills e.g. a language, sign language, other

Mode of transport? Please circle Car/Bike/Bus/Walker

Areas of interest? Please circle Overnights / EOL / Children / Dementia /
 Physical disabilities / Brain injuries / Mental Health

Comfortable to work in homes with pets i.e. cats, dogs? Yes No
 Additional comments:

Employee's Name:	Signature:	Date:
Manager's Name:	Signature:	Date: