

Form ref no:



## FORM

## APPLICATION

Post applied for:

**PERSONAL INFORMATION:** This section of the application form will be separated from the rest of the application form before shortlisting.

### Personal Details:

SURNAME..... FIRST NAME(S).....

ADDRESS.....

EMAIL.....

TELEPHONE: HOME..... MOBILE.....

WORK..... Can you be contacted at work? Yes ☐ No ☐

### References

Please provide details of two referees who can confirm your general suitability for the post. The first should be your current (or most recent) employer.

References will only be requested after interview

i) Name : .....

Position: .....

Organisation/Company: .....

Address: .....

Telephone: ..... E-mail: .....

ii) Name: .....

Position: .....

Organisation/Company: .....

Address: .....

Telephone: ..... E-mail: .....

## Rehabilitation of Offenders Act 1994 and Exceptions Order 1975

### This post is subject to an enhanced DBS check

Because of the nature of the work for which you are applying, you must provide information about any criminal convictions. In the event of your being employed as a result of this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

Do you have any unspent criminal convictions? Yes ☐ No ☐

If, yes, you will be required to provide written details of the offences should you be selected for interview, including type of offence, date, sentence, fine etc. Such information will be completely confidential to the appointing panel.

### Eligibility to Work in the UK

To comply with Asylum and Immigration legislation, during the selection process you will be required to give evidence of your ability to work in the UK.

Do you need a work permit to work in the UK? Yes ☐ No ☐

Do you consider yourself to have a disability as defined by the DDA? Yes ☐ No ☐

If yes, we will guarantee you an interview providing that you meet the essential criteria for the post as described in the person specification.

Are you currently a Reservist for the Armed Forces? Yes ☐ No ☐

If yes, we will guarantee you an interview providing that you meet the essential criteria for the post as described in the person specification.

Do you require any special arrangements to enable you to attend for interview? Yes ☐ No ☐  
If Yes, please give details:

Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process

*I certify that the information given in this application is accurate and complete to the best of my knowledge. Any false statement given will give Carers Plus Yorkshire sufficient cause to reject my application or, if necessary, to dismiss me.*

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

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## EMPLOYMENT HISTORY

### CURRENT OR MOST RECENT EMPLOYMENT

Name and address of employer:

Job Title and summary of main duties:

Nature of Business:

Date of appointment: (mm/yyyy)

Salary scale and current salary:

Date of leaving (if not current): (mm/yyyy)

Reasons for leaving:

Notice required:

### PREVIOUS EMPLOYMENT

Please give details of your employment history including all paid or unpaid/ voluntary work - full or part-time. **Start with your most recent employer.** Please continue on a separate sheet if necessary. If you have not worked before or not worked for some time, please use the space below to give any relevant experience. Please account for any gaps in your employment history.

Employers Name and Address	From (mm/yyyy)	To (mm/yyyy)	Job Title and summary of main duties	Reasons for leaving

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**QUALIFICATIONS**

Please give details of your qualifications (academic and vocational) **starting with the most recent**. You will be asked to provide proof of these if shortlisted for interview.

Date	Qualification / Grade	Subject

**MEMBERSHIP OF PROFESSIONAL BODIES**

Please list any membership that you hold. You will be asked to provide proof of these if shortlisted for interview.

Professional Body	Membership Type

**TRANSPORT**

Do you have your own transport

Yes ☐

No ☐

Do you have a valid driving licence?

Yes ☐

No ☐

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use this section to say why you are applying for this job and describe how your personal skills, knowledge and experience match the requirements of the job description and person specification. Include details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests.

Continue on further sheets if necessary, which must be attached securely to this form.

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