Please complete in black ink or type

**Please return completed forms by email to:** recruitment@thecarecollective.wales

**Or post:** The Care Collective, County Hospital, Griffithstown, Pontypool, NP4 5YA

**Part A - Personal details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post applied for:** | |  | | | |
| **Preferred title:** |  | | **First name:** |  | |
| **Surname / family name:** | | |  | | |
| **Address:** |  | | | | |
| **Post code:** |  | | | | |
| **Email address:** |  | | | | |
| **Tel (home):** |  | | | **Tel (work or mobile):** |  |

**References** please give names, addresses and telephone numbers of two people who can provide references for you. They must be your last two employers. Additionally, if you have been employed during the last 5 years, in any work with children or vulnerable adults, you must give the name, address and telephone number of the last organisation that employed you for a period of three months or more as we will take up references from them also – please use an additional sheet of paper. Where you have previous employment in a position which involved work with children or vulnerable adults we are required to check the reason why the employment ended so please provide full contact details for these employers. Carers Trust reserves the right to contact other previous employers. We do not approach referees until after interview.

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| **Present employer** | | | | | **Previous employer** | | | |
| **Name:** | |  | | | **Name:** | |  | |
| **Job title:** | |  | | | **Job title:** | |  | |
| **Organisation:** | |  | | | **Organisation:** | |  | |
| **Address:** | |  | | | **Address:** | |  | |
| **Email address:** |  | | | | **Email address:** |  | | |
| **Telephone:** | |  | | | **Telephone:** | |  | |
| **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** |  | | | |

###### 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)? YES  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**

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| 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 online please sign by typing in your name and the date.

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

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| **Post applied for:** |  |

**Part B - Education & Work History**

**Education and Qualifications**

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

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| --- | --- | --- | --- |
| **Name of school / college / university** | **Start Date** | **Finish Date** | **Qualification and grade** |
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**Training**

Please tell us about any relevant training courses

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| **Course title and content** | **Organisation that ran training** | **Date training attended** |
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**Present or most recent employment**

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| **Employer’s name and address:** |  | | | |
| **Dates of employment including month and year:** | | | |  |
| **Post title:** |  | | | |
| **Please tell us about what you did in your job:** | | |  | |
| **Notice required:** |  | | | |
| **Salary:** |  | | | |
| **Reason for leaving:** | |  | | |

**Do you hold a current UK driving licence?** Yes  No

**Do you have your own transport?** Yes  No

**Past employment**

Please give details of your entire work history. You do need to account for any gaps in employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name and address:** | **Dates**  **from & to:**  **(month & year)** | **Job title & brief description of duties:** | **Reason for leaving:** |
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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.

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