 Application Form

**position applied for**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Return completed form to:** | [Recruit@actionforcarers.org.uk](mailto:Recruit@actionforcarers.org.uk) |

**employment history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title:** | | **Salary and benefits:** | | |
|  | |  | | |
| **Employer:** | | **Employment dates:** | | |
|  | |  | | |
| **Major duties and responsibilities:** | | | | |
|  | | | | |
| **Previous posts (please start with the most recent):** | | | | |
| **Job title and brief description of responsibilities:** | **Employer:** | | **Dates (from-to):** | **Reason for leaving:** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

***Please use a continuation sheet if necessary***

**Gaps in employment history**

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family, managing caring responsibilities, or extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology of your work history.

|  |
| --- |
|  |

**education and training**

We reserve the right to verify the qualifications of successful job applicants, when needed.

|  |  |
| --- | --- |
| **Secondary education:** | **Qualifications/grade:** |
|  |  |
| **Further/higher education:** | **Qualifications/grade:** |
|  |  |
| **Other relevant training, professional qualifications or work related skills:** | |
|  | |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | |
|  | |

**questions and answer section**

|  |
| --- |
| Can you please let us know why you would like to apply for the role? |
| Your answer: |
| In one or two paragraphs, can you please explain what professional experience you can bring to this role? |
| Your answer: |
| Is there any other information relevant to your job application that you would like to share with us? *(feel free to leave this question unanswered if you have nothing else to add).* |
| Your answer: |

**OTHER DETAILS**

|  |  |  |
| --- | --- | --- |
| What is the notice required in your present post? | | |
| Are there any restrictions on your right to work in the UK? | Yes | No |
| If yes, please state restrictions and the expiry date of any permissions. | | |
| Do you have a full driving licence AND use of a car? | Yes | No |
| Where did you see the advertisement for the post? | | |

**references**

|  |  |  |  |
| --- | --- | --- | --- |
| **First referee**  *(most current or recent employer)* | | **Second referee** | |
| **Name:**  **REFERENCES** | **1. Name:** | **Name:**  **REFERENCES** |  |
| **Email address:** |  | **Email address:** |  |
| **Tel number:** |  | **Tel number:** |  |
| **Address:** |  | **Address:** |  |
| **Occupation and time known:** |  | **Occupation and time known:** |  |
| May references be taken up after offer of employment has been made without any further permission from yourself? **YES/NO** | | | |

**your PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forenames:** |  |
| **Mobile No:** |  | **Home No:** |  |
| **Current address:** |  | **Email address:** |  |

**Disabilities**

|  |  |  |
| --- | --- | --- |
| Do you require any special arrangements to be made for your interview on account of a disability? Your interview may include a practical assessment or presentation. | Yes | No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010. | | |

**safeguarding statement**

We are committed to safeguarding and promoting the welfare of children, young people and adult carers that we support and expect all staff to share this commitment.

**data protection statement**

Information from this application will be processed securely in line with current data protection legislation and in accordance with safer recruitment policies.

Under data protection legislation, you have the right to be informed, and to know what personal data Action for Carers (Surrey) holds about you, to change your preferences or withdraw your consent at any time and to have your data corrected or deleted. You also have the right to object, the right to data portability and the right to restrict processing. You can find out more about these rights on the ICO’s website (www.ico.org.uk). You can address such requests to us by calling the DPO on 01483 302748, emailing dpo@actionforcarers.org.uk or by post to Freepost Action for Carers Surrey.

We will retain a copy of your Application Form for six months if your application is unsuccessful. If your application is successful, this form will be held within your HR file. **DECLARATION**

I declare that the information given in this application is to the best of my knowledge complete and correct.

|  |  |
| --- | --- |
| **Applicant Signature:** |  |
| **Date:** |  |

Note: Any false, incomplete or misleading statements may lead to dismissal.

|  |
| --- |
| Please return to: FREEPOST ACTION FOR CARERS SURREY or e-mail to [recruit@actionforcarers.org.uk](mailto:recruit@actionforcarers.org.uk)  Company No: 5939327 Registered in England & Wales  A Company Limited by Guarantee with Charitable Status Charity reg 1116714  Registered office: Astolat, Coniers Way, Burpham, Guildford, GU4 7HL |

**DECLARATION - DBS**

|  |  |
| --- | --- |
| This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out\*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).  You are also required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.  \* Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are ‘protected’ meaning that they are not subject to disclosure to employers and cannot be taken into account.  All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection on the Gov.uk website and further information on disclosing a criminal record can also be obtained from Nacro: [www.nacro.org.uk](http://www.nacro.org.uk) | |
| **Please answer the following question:** | |
| Do you have any cautions, convictions, reprimands or final warnings which are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and/or are you the subject of a current police investigation or have criminal proceedings pending against you? | YES / NO |
| If you have answered ‘YES’ to the above, please provide further details on a separate sheet in a sealed envelope marked ‘**CONFIDENTIAL – HR MANAGER**’. | |