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**Application Form**

**Guidance Notes for Applicants**

The application form plays a vital role in the selection process, both in deciding whether or not you will be shortlisted for an interview and as a basis for the interview itself. It is therefore important to address the Person Specification by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

**The Job Description**

* The job description details what sort of duties you would be expected to carry out
* Ask yourself why you are interested in the job
* Would it be a good career move – perhaps to broaden your general work experience or to support the sort of work you might want to undertake as a career

**The Person Specification**

* The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
* Explaining your present and previous jobs to someone else may help to uncover “hidden” skills, that you take for granted
* Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

**Your Employment History**

* Write out your career history: do not go into too much detail but make sure that you explain the main responsibilities of the most relevant jobs that you have had
* Check that the dates are correct and in the right order and make sure there are no gaps
* Please use an extra page if there is not enough room

**Do a rough draft first**

* Write out the form in rough to avoid mistakes and repetitions
* This also gives you the opportunity to ensure that your form is well organised and relevant

**Other Information Section**

* This is where you make your case for the job
* You should refer to the person specification and try to provide evidence of how you meet each requirement
* Your form should be written in a concise, well-organised and positive way
* Specify your own responsibilities rather than those of your organisation or Company

**Complete the Form**

* Type it or use back ball-point
* Ensure it is clearly presented to create a good impression

**Sign the Form**

* This can sometimes be overlooked, please make sure you sign the form

**Send the Form Back on Time**

* Send your completed form to the address as specified on the application form and/letter
* If there is a date/time by which you must return the form, please make sure you send it so that it is received on time

***Always keep a copy for your own records***

**JOB APPLICATION FORM**

**Before completing this application form, please read attached guidance notes which will help you to complete your application.**

|  |  |
| --- | --- |
| Post applied for : |  |

Are you permitted to work in the United Kingdom? Yes ☐ No ☐

I require a work permit ☐

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname :** |  |  | **Home Tel :** |  |
| **First Name :** |  |  | **Mobile Tel**  |  |
| **Home Address :** |  |  | **Work Tel :** |  |
| **DOB:**  |  |  |  |  |
| **Postcode :** |  |  |  |  |
|  |  |  |  |  |
| **Email :** |   |  | **National Insurance No :** |  |

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| --- | --- |
|  |  |
| \* Do you have a full Driving Licence that allows you to drive in the UK? |  Yes ☐ No ☐ |
| \* Do you have access to a car that you can use for work? |  Yes ☐ No ☐ |
| \* Have you ever been banned from driving, or do you have any current endorsements on your licence?  |  Yes ☐ No ☐ |
| \* Does you car insurance include Class 1 business insurance? |  Yes ☐ No ☐ |
|  |  |

**References:**

**Please provide us with two references, one of whom should be your present or most recent employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name :** |  |  | **Name :** |  |
| **Job Title :** |  | **Job Title :** |  |
| **Organisation :** |  | **Organisation :** |  |
| **Address :** |  | **Address :** |  |
| **Tel Number :** |  | **Tel Number :** |  |
| **Dates from / to :** |  | **Dates from / to :** |  |
|  |  |  |  |
| **Capacity in which they know you (e.g. Line Manager)** | **Capacity in which they know you (e.g. Line Manager)** |
| May we contact this reference prior to interview?  | May we contact this reference prior to interview?  |

 **EDUCATION/QUALIFICATIONS/TRAINING**

Please give information about qualifications gained relating to the role you are applying for – please continue on a separate sheet where necessary:

|  |  |
| --- | --- |
| **EDUCATION / QUALIFICATIONS** |  |
| **Qualifications** | **Date** | **Grade** |
|  |  |  |

|  |
| --- |
| **TRAINING (If you have undertaken any relevant training to this post please give details)** |
| **Course details** | **Date** | **Training provider** |
|  |  |  |

 **EMPLOYMENT BACKGROUND (please continue on a separate sheet if necessary)**

|  |  |
| --- | --- |
| **CURRENT / MOST RECENT JOB** |  |
| **Employer’s name** |  | Salary |  |
| **Job Title** |  | **Notice required** |  |
| **Reason for leaving** |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
|  |  |

 **PREVIOUS JOBS (PAID AND VOLUNTARY)**
Please detail the most recent first. Where there are gaps between jobs please indicate why, for example; continuing education, family, child care, unemployment or travelling. ***Continue on a separate sheet if necessary***

|  |  |  |
| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
|  |   |

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|  |  |  |
| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
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| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
|  |   |

|  |  |  |
| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
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| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
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| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
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| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
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| --- | --- | --- |
| **Employer’s name** |  | Reason for leaving |
| **Job Title** |  |  |
| **Brief Description of Duties :** | **Dates (month & year)** |
|  | From | **To** |
|  |   |

## Please Explain any gaps in employment and the reasons for any gaps:

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**SHORT LISTING INFORMATION
Skills and Abilities/ Knowledge & Experience/ Qualities**

**This is an important part of the application.** Tell us why you are applying for this job. You should also show how you meet the requirements of the person specification by providing details of your experience, skills & knowledge gained in employment, voluntary work or elsewhere.

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***Please continue on a separate sheet if necessary***

**The Data Protection Act 1998** requires that any staff handling personal data on others must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held on them and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, Carewatch adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application.

If you are unsuccessful in this application, we will keep this form on file for 6 months should you wish to be considered for other vacancies within the organisation. Please tick to show your agreement to this. ☐

|  |  |
| --- | --- |
| **Previous Application :** | If you have previously applied to us for work, when did you apply and what was the vacancy? |
|  |  |

Were you interviewed? Yes ☐ No ☐

If yes, what was the outcome?

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| Rehabilitation of Offenders Act 1974The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent. The Care Home Regulations provide that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any criminal convictions, conditional discharges, bindovers or cautions that they have been subject to at any time in the past.*Your answer to the following question should include any ‘spent’ convictions, conditional discharges, bind-overs or cautions. The ‘Company’ actively promotes equality of opportunity for all as stated in its Equal Opportunities policy, which can be found in your handbook or at your local office.***Have you ever been convicted of a criminal offence or received a Police****Conditional discharge, bind-over, caution, warning or reprimand?  Yes  No** **Have you ever been issued with a Penalty** **Notice for Disorder?  Yes  No**If so, what was the offence? …………………………………………Date ………………………..Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this company. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy.DECLARATIONI have completed an Application for a Criminal Disclosure and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.I also give permission for a copy of the disclosure to which I am subject, being made available to a named Authorised Person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |  |
| --- | --- |
| **Emergency Contact:**  |  |
| **Phone Number:** |  |
| **Relationship:** |  |

##### DECLARATION

I confirm that I am eligible to work in the UK. I fully accept that I am applying for Employment within Carewatch in the full knowledge and understanding that should Carewatch offer an introduction to a Service User and I accept such an introduction, any services that I provide, which are not allocated through Carewatch, are provided as a self-employed person. As a self-employed person, I accept that Carewatch’s duty is that of an agent, not employer, and in signing this disclaimer I acknowledge that neither Carewatch nor its employees hold any responsibility or liability whatsoever for the services I provide, nor for the consequences of the provision of such services, including personal accident, damage to Service User’s property, etc.

I declare that all the information given is true and I understand that any false or misleading information may result in my removal from Carewatch’s register of applicants. I consent to the processing of sensitive personal data as referred to on the front page of this form.

Print Name:

Signed:

Date:

**PLEASE RETURN THE APPLICATION FORM TO:**

**Suite 5,**

**Benjamin Holloway House,**

**Bridgwater.**

**TA6 3HW**