



Vacancy reference number	
Application number	

Application for appointment as:	Please return completed form to: Human Resources, St Cuthbert's Care, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY
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Section 1 - Personal Details

Name:	
Address:	
	Post code:
Home telephone number:	Mobile telephone number:
National Insurance number:	Email Address:
Would you require a work permit or any other endorsements to work in the United Kingdom? Yes / No	
For jobs where driving is a requirement, do you have a current, full driving licence? Yes / No	
If yes, do you have any penalty points? Yes / No <i>If yes, please give details:</i>	Do you have access to a car for business use? Yes / No
Have you applied for a position with St Cuthbert's Care before? Yes / No <i>If yes, please give details of the post and approximate date you submitted the application:</i>	

References

Please give names and addresses of two people who can comment on your suitability for this post. **One of these must be your current or most recent employer and the other should be a professional person, at a business address.**

Name:	Name:
Position:	Position:
Address:	Address:
Tel no:	Tel no:
May we contact this referee prior to an offer of employment? Yes / No	May we contact this referee prior to an offer of employment? Yes / No
In what capacity known?	In what capacity known?

Section 2 - Career History

Include any voluntary, home-based or part-time work

Current employer's name & address	Employed from month / year	Job Title / Main Duties	Salary
			<p>Why do you wish to leave this post?</p>

Do you have any additional employment which you would like to continue if appointed to this post? Yes / No
If yes, please detail the nature of the work and hours.

Please provide details of your previous employment history, starting with the most recent and accounting for any gaps. It is essential we are able to account for all periods of an applicant's history due to safeguarding requirements. Please include voluntary, home-based, part-time, unemployment, college, university. Continue on a separate sheet if necessary. St Cuthbert's Care reserves the right to contact any or all of your previous employers.

Previous employers	Employed		Job Title / Main Duties	Reasons for leaving
	From	To		
	month/year	month/year		

Length of notice required by current employer:

Section 3 - Education & Qualifications

School / college attended	Qualifications obtained

Professional Qualifications (including membership of professional bodies)

Name of professional organisation	Level of membership

Other courses attended

(including short training courses and seminars)

Dates

	Dates

Section 4 - Health & Other Relevant Information

How many days absence have you had in the last 3 years?

(Please provide reasons)

Do you smoke? Yes / No

Most jobs will involve some degree of physical and mental activity that can affect certain health conditions. Is there anything concerning your medical history or state of health that is relevant to your application, or do you require any reasonable adjustments for the job for which you are applying?

If there are any health concerns in respect of your application or subsequent employment, a medical examination or information may be required. Successful candidates will be required to complete a pre-employment health questionnaire.

Have you ever been involved in disciplinary action? Yes / No

(If yes, please give details)

Please declare any other issues that have been raised in respect of your working practice.

Section 5 - Supporting Statement

This section must be completed.

Please use this space to comment on your experience and on the qualities you feel would make you suited to this post. Please refer to the guidance notes. (Continue on a separate sheet if necessary)

In the event of a successful application a DBS certificate may be requested from the Disclosure and Barring Service. Having a criminal record will not necessarily exclude you from consideration; this will depend on the nature of the position you have applied for and the circumstances and background of your offences.

I declare that I, the undersigned, have completed this application form and that the information I have provided is correct. I understand that supplying false or misleading information may lead to automatic disqualification from appointment or dismissal. I also consent to the information provided being stored on a manual and/or computerised filing system, in line with Data Protection Regulations and also consent to information being provided to external bodies in line with requirements.

Signed:

Date:



Guidance on completing the application form

Before you complete your application form, you should read these guidance notes.

The information you give us in your application form is the only information that we will use to decide whether or not we will short-list you for an interview.

It is very important that you take your time to fill in the application form as fully and accurately as possible.

Equal opportunities

In the interest of equal opportunities, we want to make sure that information about all candidates is gathered in the same format. All applicants should fill in our standard application forms.

We will only accept applications in other formats, e.g. CV, audio, large print or on a computer disk, from disabled job applicants.

Equal Opportunities Monitoring

Remember to fill in the employment monitoring form. This helps us to measure the effectiveness of our equal opportunities policy. People who are involved in short-listing and interviews will not see the monitoring forms.

Pre-employment checks

Pre-employment checks conducted by St Cuthbert's Care include medical checks, references, Disclosure & Barring Service disclosure and eligibility to work in the UK.

Some posts require the Rehabilitation of Offenders Act 1974 Form to be completed.

Completing the application form

Please think about every point carefully so that you know what the post involves and whether you can match this in terms of YOUR skills, abilities and knowledge.

Ask yourself why you are interested in the post.

- Read all of the information about the position provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided.
- Do not ignore the supporting statement section on the form. It is an important part of the application form because you can tell us about your skills, knowledge and experience.

- Think how you can use your own personal skills, experience and knowledge and relate them to the items listed on the person specification. What skills can you bring to the job?
- Complete your own form in black ink, or type it, so when we photocopy the form it is clear and legible.
- Make sure that the information you give us is clear, precise, easy to understand and is aimed at the job you are applying for. Use extra sheets if you need to.
- Sign the application form.
- Make sure you send the application form to us on time. We will not consider any applications that we receive after the closing date.
- Please accept our thanks for completing the application form and for the interest you have shown in the work of St Cuthbert's Care. We look forward to receiving your application form.

Employment history

Please provide details of all employment history, accounting for any gaps in employment i.e. redundancy, maternity, career breaks etc.

Education & qualifications

You should provide information on qualifications you have gained showing the most recently achieved first on the list. This approach should also be adopted when giving information on further or advanced qualification/s and where memberships of relevant professional bodies are given. If you are selected for interview you will be asked to provide original documents as proof of the qualification/s you have obtained, and proof of membership of relevant professional bodies. Failure to provide such proof may lead to your application not being progressed.

Please give details of skills and knowledge you may have acquired through work experience. You will need to show how you could match these skills and knowledge to the vacancy in question.

GUIDE TO REFERENCES

It is essential that all prospective employees supply details of appropriate referees to ensure their applications proceed without delay through the recruitment process.

Failure to provide appropriate information may result in any offer of employment being withdrawn.

The following *Frequently Asked Questions* will help applicants supply appropriate referee details. Applicants are advised to read this document before completing their application for employment.

We do appreciate that there may be circumstances in which providing a current employer as a referee may not be possible. For example where the applicant is :

- A student
- On secondment
- Self employed
- Returning to work after a period of absence
- Unemployed
- The company has ceased to trade

How many references do I need to provide?

We ask for a minimum of two references

Who can be a referee?

Referees should be a professional person in a position of responsibility who can comment on your work, voluntary or academic experience etc and your competence, personal qualifications and suitability for the post. References from family members or friends are not considered appropriate and will not be accepted. Referees must be your current employer or, if not working, your last employer. All references must have a business address.

My line manager is also a close friend; can I put their name down as a referee?

Yes as they can comment on your work. However you must ensure your second referee and any subsequent referees are professional person/s and neither a friend nor relative to ensure objectivity.

Is it acceptable to give personal addresses for referees?

No, business addresses must be given.

I've been on a career break for five years; is my last line manager still relevant?

Yes but you should also make sure you provide details of one or more referees who can comment on any recently gained or used skills or qualifications and your ability to do the job you have applied for.

I have been on secondment for the last eighteen months; who should I put down as my references?

Your current line manager where you are seconded plus your line manager from your permanent employment base.

I have been on a training scheme for the last two years; whose details should I give as my referees?

You should provide details of a relevant teacher/tutor/lecturer as appropriate, plus an additional referee (tutor, part time employer) who is able to comment on your suitability to do the job you have applied for.

I have been unemployed for twelve months; should I just provide details of my previous line manager?

You should provide details of your previous line manager and details of a referee during your period of unemployment. This should be someone who can comment on your skills and suitability to do the job such as have been demonstrated outside of the work environment e.g. while doing charity or voluntary work, involvement in community work, undertaking training etc.

I have spent time abroad; do you need references from time working overseas?

Yes we still need references from your time spent overseas, from an employer, academic institution or overseas based UK departments or agencies.

My manager from my former employer has left; whose details can I give for a reference?

If you cannot obtain a reference from your most recent or previous line manager, you should provide details of the HR or Personnel Manager who will be able, as a minimum, to confirm your attendance record, dates employed, reason for leaving etc.

I am applying as a volunteer; do I still need to supply reference details?

Yes we treat volunteers in the same way as prospective employees and expect you to provide appropriate references.

My previous employer is no longer trading what should I do for a reference?

If you can no longer obtain a reference from your most recent/previous line manager in these circumstances you should provide details of referees from earlier jobs where still relevant. Please also provide details of a professional person who can comment on any skills and qualifications and on your ability to do the job you have applied for.

I am still in full time education and have not yet had a job. Who can I put down as my referee?

Students still at school, college, or university should provide details of a relevant teacher/tutor or lecturer as appropriate.

I have not left school yet. Is it ok to put my mum down as a referee?

No, you need to give us a relevant teacher's details plus an alternative referee. We cannot accept references from family members.

All names and addresses of referee should be provided in line with the organisation's policy on providing references (this may be the HR department rather than your line manager)

Information for disabled applicants

The Disability Discrimination Act (1995) states that employers, as providers of goods and services, must make 'reasonable adjustments' to work places and services to ensure disabled people are treated fairly. We are committed to equal opportunities and increasing employment opportunities for disabled people.

The Disability Discrimination Act 1995 defines a disabled person as **'a person with a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.'**

If you require assistance whilst attending an interview or selection test, please provide details and include with your application form. Alternatively contact us by phone on (0191) 228 0111.

Name (block capitals) _____

Position applied for _____

Location _____ Reference No. _____

Details of special arrangements you will require for interview.

What, if any, type of aids, adaptations or equipment would you require to help you carry out this role?

Rehabilitation of Offenders Act 1974

The nature of this work for which you are applying, is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are not entitled to withhold information about criminal records, which for other purposes are 'spent' under the Provisions Act, and in the event of employment any failure to disclose such criminal records could result in dismissal or disciplinary action. All information supplied will be treated in the strictest confidence and will be considered only in relation to the application for the position to which the order applies.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

(Should you have any queries about how to respond to this question, guidance is available on the website www.gov.uk/government/publications.)

Yes No

Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on this post?

Yes No

If you have answered 'yes' to the above questions, please give full details and dates below. If necessary use a separate sheet and enclose in the envelope provided.

Name: _____

Signature: _____ Date: _____

Equal Opportunities Monitoring Form

The Charity is committed to a policy of equity of opportunity and aims to provide a working and learning environment which is free from unfair discrimination and will enable staff and volunteers to develop to their personal potential. In order to monitor the effectiveness of our policies and procedures all applicants are requested to complete this form. The information you provide will be treated as confidential and will not be taken into consideration for short listing or interview purposes.

Name of Candidate:
Post Applied For:
Date of Birth:

Please tick as appropriate

Gender: Male Female

Marital Status: Married Single Other

Do you have a disability? Yes No

The Disability Discrimination Act defines disability as a "physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities".

If yes, please provide details on a separate sheet.

Age: 16 - 21 22 - 30 31 - 40 41 – 50
 51 – 60 61 -65 65+

How would you describe your cultural/ethnic origin?

- | | |
|---|--|
| <input type="checkbox"/> White
<input type="checkbox"/> Irish
<input type="checkbox"/> Mixed
<input type="checkbox"/> White + Black African
<input type="checkbox"/> Any other mixed background
<input type="checkbox"/> Asian British
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Any other Asian Background
<input type="checkbox"/> Black British
<input type="checkbox"/> Any other Black background | <input type="checkbox"/> British
<input type="checkbox"/> Any other white background
<input type="checkbox"/> White + Black Caribbean
<input type="checkbox"/> White + Asian
<input type="checkbox"/> Asian
<input type="checkbox"/> Indian
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Black
<input type="checkbox"/> Caribbean
<input type="checkbox"/> Chinese |
|---|--|

Advertising Source

- | | |
|--|---|
| <input type="checkbox"/> Internal Notice
<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Local Press
<input type="checkbox"/> Website | <input type="checkbox"/> Employment Agency
<input type="checkbox"/> Job centre
<input type="checkbox"/> Other |
|--|---|