



Thank you for your interest in our vacancy.

Before you apply, we ask that you carefully read our [guidance](#) on filling in an application form, paying particular attention to the section which explains how to submit the application.

We wish you every success in your application.

Vacancy reference number	
Application number	

Application for appointment as:	Please return completed form to: Human Resources, St Cuthberts Care, St Cuthberts 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, provide details in the additional information section</i>	Do you have access to a car for business use? Yes / No
Have you applied for a position within St Cuthberts Care before? <i>If yes, please give details of post and approximate date you submitted the application</i>	Yes / No

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 applicants history due to safeguarding requirements. Please include voluntary, home-based, part-time, unemployment, college, university. Continue on a separate sheet if necessary. St. Cuthberts Care reserves the right to contact any or all of your previous employers.

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

Section 4 - Health & Other Relevant Information

How many days absence through illness or injury 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 disclosure may be requested from the Criminal Records Bureau. 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 the information contained in this application to be 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.

Paq ^10000

Date:

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.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police/ any conditional discharges or bindovers?

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: _____

Date: _____

Information for disabled applicants

The Disability Discrimination Act (1995) says that employers, as providers of goods and services, must make 'reasonable adjustments' to work places and services to make sure disabled people are treated fairly. We are committed to equal opportunities, increasing employment opportunities for disabled people and encouraging all disabled people to apply for a position within our organisation.

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 give us details in the space below and send it 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?

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 provided will be treated as confidential and will not be taken into consideration for short listing or interviewed 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"/> British |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Any other white background |
| <input type="checkbox"/> Mixed | <input type="checkbox"/> White + Black Caribbean |
| <input type="checkbox"/> White + Black African | <input type="checkbox"/> White + Asian |
| <input type="checkbox"/> Any other mixed background | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Asian British | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Any other Asian Background | <input type="checkbox"/> Black |
| <input type="checkbox"/> Black British | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Any other Black background | <input type="checkbox"/> Chinese |

Advertising Source

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

Please use this space for any additional information