



# Action for Family Carers

Supporting Carers Across Essex

## Application for Employment

<b>PRIVATE AND CONFIDENTIAL.</b> Return this form to: The Office Administrator	
Position Applied for:	Where did you hear about this vacancy?
Surname:	Forename:
Address:	
Postcode:	
Mobile:	Telephone Number:
NI number:	Email Address:

Do you have a current driving licence? Yes/No Do you have endorsements? Yes/No. If yes, please provide details _____ _____	Do you have your own/access to a vehicle? Yes/No
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Are there any restrictions on you taking up employment in the UK? Yes/No If yes, please provide details _____ (Proof of eligibility to work within the UK will be required from the successful candidate)
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### EDUCATION

Please do not refer us to your CV.

If appointed you will need to provide certificates for any qualification cited below.

Secondary School:	Dates attended:	Qualifications gained (state level and grade achieved):
College/University:	Dates attended:	Qualifications gained (state level and grade achieved):

<b>Other Training</b>	<b>Training provider:</b>	<b>Give course description &amp; qualification gained:</b>
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**Other Employment** Please disclose any other employment paid and voluntary, which you would like to continue with if you were successful in obtaining this position:

**Employment History.** Please advise of any paid or unpaid employment you have partaken in over the last 10 years.

**DO NOT REFER US TO YOUR CV**

<b>Name and Address of Employer</b>	<b>Dates of employment</b>	<b>Job title and list of main duties (use continuation sheet if necessary)</b>	<b>Salary / Rate of Pay</b>	<b>Reason for leaving</b>

<b>Notice required in current post:</b>	
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<b>Social &amp; Leisure Interests: List any notable activities, hobbies or interests.</b>

**References.**

Provide details of two referees who can provide information relating to your competency in the role you are applying for if possible. One of whom should be your current or most recent employer. If a student please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

<b>Name of referee:</b>	<b>Name of referee:</b>
<b>Position:</b>	<b>Position:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Tel no:</b>	<b>Tel no:</b>
<b>May we approach prior to interview? Yes/No</b>	<b>May we approach prior to interview? Yes/No</b>

Have you applied for a position at Action for Family Carers before? If so please provide details below.

<b>Position Applied for</b>	<b>Date Applied</b>	<b>Attended Interview Y/N</b>

**Supporting Statement**

Please state how you meet each of the requirements set out in the Person Specification. This is the most important part of your application as it will help us determine your suitability for the role. Do not refer us to your CV.

### **Criminal Records, Cautions and Rehabilitation**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

You are also required to submit to a Disclosure and Barring check. Dependant on your position this may be either a standard or an enhanced disclosure, both of which will remain strictly confidential.

**Are you barred by the ISA from applying for a regulated activity working with adults or children?  
Yes/No.**

**Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? Yes/No.**

**If yes, please provide details on the next sheet and return it marked Private and Confidential to:**

**DBS Administration**

Action for Family Carers  
Brickhouse Farm Community Centre  
Poulton Close, Maldon, Essex  
CM9 6NG

This will then only be opened and viewed by the authorised member/s of staff.

### **Declaration. (Please read this carefully before signing the application.)**

I confirm that the information stated on this application form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that should I be successful in this application, I will, if required, complete a DBS form to be submitted by Action for Family Carers for a Standard / Enhanced DBS disclosure. I understand that if I fail to do so, or if the disclosure is not to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**DBS –Disclosure.**

<b>Name:</b>	<b>Position applied for:</b>
<b>Conviction(s)/Caution(s):</b>	<b>Date received:</b>
<b>Details:</b>	<b>Date spent:</b>

I confirm that the information stated on this form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contact offered.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_