



Action for Family Carers

Application for Employment



PRIVATE AND CONFIDENTIAL 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?
Do you have your own/access to a vehicle?
Do you have endorsements? If yes, please provide details:

Are there any restrictions on you taking up employment in the UK? If yes, please provide details:
(Proof of eligibility to work within the UK will be required from the successful candidate)

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.)
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Notice required in current post:

EDUCATION

PLEASE DO NOT REFER US TO YOUR C.V.

If you are selected for interview, please bring any certificates held for qualification gained in section below.

Schools:	Date attended:	Detail all qualifications gained:
Colleges/Universities:	Date attended:	Detail all qualifications gained:
Other Training	Organisation run by:	Give Course description & qualification gained:

Employment History

(Please advise of any paid or unpaid employment you have partaken in over the last 10 years.)

PLEASE DO NOT REFER US TO YOUR C.V.

Name and Address of Employer	Period of employment dates	Job title (list main duties – use cont sheet if necessary)	Rate of Pay	Reason for leaving

References

Please 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.

Name of referee:	Name of referee:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Tel no:	Tel no:
May we approach prior to interview?	May we approach prior to interview?

Have you applied for a position at AFFC before?

If so please list details below:-

Position Applied for	Date Applied	Attended Interview

Leisure Interests

(Please note your leisure interests, sports and hobbies.)

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Supporting Statement

Please state how you meet each of the requirements in the Person Specification. Do not refer us to your C.V.

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

1. 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.

2. In respect to the Care sector vacancies, should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform of our intention to obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained on my personnel file during employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, supply a DRB form to be submitted by Action for Family Carers via the Princess Royal Trust for Carers to the Criminal Records Bureau office for a Standard / Enhanced DRB 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: _____

Cautions, Rehabilitations and Criminal Records

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.

In addition **you are required** to submit to a Disclosure and Barring Service check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the DBS/Disclosure Scotland will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If YES, please give details:

In addition you are 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?

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If yes, please provide details below 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.

DRB – Disclosure.

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

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 contract offered.

Signed:  Date: _____

