Job Application Form
Part 1 of 2

**Application Form**

CVs cannot be accepted instead of this application form.

We take into the account the quality and presentation of the application made.

To reduce paper use we have not provided large spaces to write in.

However the boxes can be increased where additional information is required.

|  |  |
| --- | --- |
| Position applied for (job title reference): |  |
| Date of application: |  |

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: |  |
| First name(s) |  |
| Surname |  |
| Address: |  |
| Postcode: |  |
| Home phone no: |  |
| Mobile phone no: |  |
| E-mail: |  |
| National Insurance no. |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a full UK Driving License: | **Yes** | **No** | Endorsements: | **Yes** |  **No** |
| If **YES**, please provide further details (including dates) *(box expands)*. |
| Are you involved in any activity which might limit your availability for work or working hours (e.g. other work, local government)? *(box expands)* |  **Yes** |  **No** |
| If **YES**, please provide details *(box expands)*  |
| Are you willing to work overtime and / or weekends if required? | **Yes** | **No** |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act (as amended in 2013). Note - where working with young people we will ask for a statement that you have no past or current convictions, cautions or bind overs and no pending court cases (as exempt from the Act) |  **Yes** | **No** |
| If **YES**, please provide further details: |
| Have you been subject to any informal or formal disciplinary or capability procedures (including investigations) or sanctions? Yes/No If **yes**, please provide details: |
| Have you been subject to any allegations or concerns been raised that relate to the safety or welfare of or behaviour towards children or young people or vulnerable adults? **Yes/No**  If yes, in accordance with Safer Recruitment guidance, please include details of the outcomes of those concerns i.e. whether allegations or concerns were investigated, the conclusion reached and how matters were resolved.  |
| Are you free to remain and take up employment in the UK? You will be required to provide appropriate documentary evidence of this at the interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk. | **Yes** | **No** |
| Please give us any times / dates within a month of the closing date that you will NOT be available for an interview due to prior obligations or compassionate circumstances |  |

1. **SKILLS/EXPERIENCE AND ADDITIONAL INFORMATION**

*Please address each point of the person specification* and evidence how you meet each requirement. We will draw up a shortlist on the basis of this information.

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification.  *It is primary information contained in this application which we assess and will decide whether you are short listed for interview.*

Please tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say. You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. Ensure that the information you give is relevant to the advertised post. Experience gained outside the UK is also relevant so don’t forget to include this.

*Please write statement here (Max 1,000 words)*

**Optional self-assessment - additional competencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate which of the following skills or experience you may have:** | No knowledge | Working knowledge | Detailed professional knowledge |
| Personal experience / understanding of carer’s needs |  |  |  |
| Service user involvement |  |  |  |
| Working for a social business  |  |  |  |
| General project skills  |  |  |  |
| Finance e.g. management of budgets |  |  |  |
| Group work |  |  |  |
| Community relations eg: community development/voluntary work/social work |  |  |  |
| Special needs e.g. care/support of vulnerable people |  |  |  |
| Working with local authorities eg. local councillors, supplier to a local authority |  |  |  |
| Public relations & communications |  |  |  |
| Information technology  |  |  |  |

1. **EDUCATION AND TRAINING**

**Please detail your formal educational achievements.**

It is not necessary to list every GCSE/A Level etc. To state 6 GCSEs, 2As is sufficient but you may want to highlight any which are particularly relevant. Please include a brief description i.e. A Level in Maths / BA in Art History, dates (from/to) and where this was studied.

**Professional Qualifications/other relevant training**

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post. Please include: Course title / Brief description / Dates (from/to) and who delivered the course and who the course was accredited by.

##### Membership / Registration with Professional Bodies

Please include the name of the Professional Body, Level/Type of membership, a Registration Number and the next renewal date.

**Please detail any voluntary work which may be relevant.**

1. **EMPLOYMENT HISTORY**

**Start with your present or most recent employer.** It will suffice to briefly describe your duties and responsibilities. Please include details of any voluntary work which may be relevant.

**Current position:**

Please include when you started in this role, the name & address of the employer, a job title and brief outline of duties, your current salary & benefits, a reason for leaving and the notice required.

Please also list all absences from work within the last 18 months, including the duration of and reasons for absences (do not include paid holiday). Similarly, if you are not currently in paid employment, please use the section below to tell us what you have been or are presently doing.

### Please detail all your previous employment.

### Please clarify the reasons for any significant gaps in employment.

### For each job please include when you started in this role, the name & address of the employer, a job title and brief outline of duties, end salary & benefits and the reason for leaving.

1. **REFERENCE REQUEST FORM - ESSENTIAL INFORMATION**

Employment at Norfolk Carers Support is offered subject to receipt of two satisfactory references.  One of these should be **the line manager** from your present or most recent employer (paid or voluntary work).  These should not include relatives or personal friends.  We will not take up references without your personal permission, before interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Employer: |  | Employer/Organisation: |  |
| Address: |  | Address: |  |
| Telephone (day): |  | Telephone (day): |  |
| Email: |  | Email: |  |
| Length of time and capacity in which you know/knew the referee: |  | Length of time and capacity in which you know/knew the referee: |  |

1. **DECLARATION**

I certify that the information given on parts 1 and 2 of the application form is correct to the best of my knowledge. I consent to Norfolk Carers Support checking any information provided in this application and agree to the information being used for registration purposes under the Data Protection Act 1998.

**The provision of false information in an application form even where latterly disclosed, may be grounds for disqualification or, if appointed, dismissal.**

Signed:

Date:

Please return **both** parts of your application form to:

admin@norfolkfamilycarers.org

or by post to:

Norfolk Family Carers

1st Floor

69-75 Thorpe Road

Norwich

Norfolk

NR1 1UA