**Caring in Bristol Application form**

Please complete this form and return it on or before the closing date specified in the advertisement. Late applications will not be considered. CV’s will not be accepted. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary and should be clearly numbered.

*The process of appointing staff will be informed and in accordance with our policies. We will not discriminate unlawfully against individuals applying for this post on grounds of race, disability, sexual orientation, religion, belief or age.*

#### POSITION APPLIED FOR:

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number(s): |
| Forenames: |
| Dr/Mr/Mrs/Ms: |
| Address: | Email address: |
| Postcode: |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? | Yes | No |
| *Note: the charity will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996* | | |

|  |  |  |
| --- | --- | --- |
| Do you require any special arrangements to be made to assist you if invited for interview?  Please provide details: | Yes | No |

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of any criminal offences? (*delete as appropriate)* | Yes | No |
| If you have indicated yes please summarise the details below. Having a conviction will not necessarily prevent you from working or volunteering for Caring in Bristol, but will be taken into consideration when assessing your suitability. | | |
| Please note, if you are successful in your application and are appointed to this post you will be required to submit an Enhanced DBS before your employment is confirmed. | | |

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| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.  Signature: Date: |

THIS SHEET WILL BE DETACHED FOR SHORTLISTING

1. **EDUCATION**

|  |  |
| --- | --- |
| Name and Address of School | Level of Qualifications and Subjects passed (with grades) |
|  |  |

1. **FURTHER/ HIGHER EDUCATION**

|  |  |
| --- | --- |
| Name of Institution  (state if Full – or- Part Time) | Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained) |
|  |  |

1. **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| Date Joined | Institute/ Organisation | Grade Of Membership (where appropriate) |
|  |  |  |

1. **PRESENT EMPLOYMENT** (If now unemployed give details of last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Employer: |  | | |
| Post Title: |  | | |
| Brief description of duties: |  | | |
| Reason for leaving: |  | | |
| Salary: | Date of Appointment: | Notice Period: | Last day of service: |

1. **PREVIOUS EMPLOYMENT** (most recent employer first)

| Name and Address of Employer and Nature of Business | From  To | Job title  Job function / responsibilities | Final salary and reason for leaving |
| --- | --- | --- | --- |
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1. **TRAINING**

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| --- |
| *Please list any relevant training you have undertaken* |

1. **PERSONAL STATEMENT**

|  |
| --- |
| *Please tell us why you are suitable for this role. Please refer to the person specification and address points (a) to (e) under the heading ‘Skills and Experience’.* |

1. **REFEREES**

Please give the details of referees, one should be a work related referee and where possible be from your current or most recent post. Referees will not be contacted without your prior approval.

*In some circumstances Caring in Bristol may find it helpful to contact one or other of your nominated referees prior to interview, please tick the box under each referee nomination to confirm whether you would be happy for us to do so'*

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:  Telephone No.:  Email: | Address:  Telephone No.:  Email: |
| Nature of Relationship: | Nature of Relationship: |
| Permission to contact prior to interview?  Please tick | Permission to contact prior to interview?  Please tick |