Dear Applicant

Thank you for your interest in applying for a post within Southend Carers.

Please refer to the Job Description and Person Specification before you complete your application, ensuring that your skills & experience are applicable or transferable to the role.

To submit your application, please:

* Return completed the Application form to: [admin@southendcarers.co.uk](mailto:admin@southendcarers.co.uk) as a PDF attachment.
* Complete and submit the online Equal Opportunities form: <https://forms.office.com/r/sHS2FVjyZG>

Please do not send links to documents, CVs, covering letters or additional documents, as they will not be considered.

If you have any queries about the role, that are not answered in the Job Description or Person Specification, please contact the Administrative Officer [admin@southendcarers.co.uk](mailto:admin@southendcarers.co.uk) or 01702 393933.

If you have not been contacted by us prior to the interview date, then unfortunately your application has been unsuccessful.

Yours faithfully

Administrative Officer

Southend Carers

**Application Form**

Please complete this form in black ink or black type. A curriculum vitae will not be accepted

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| **Job Title** |  |

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| **Personal Details** | | | |
| Surname(s) |  | | |
| First Name(s) |  | | |
| Home Address |  | | |
| Telephone No |  | Mobile No |  |
| Email |  | | |

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| **Present or most recent employment** | | | |
| Employer’s name and address | | Position held |  |
|  | | Current Salary |  |
| Date appointed to present post |  |
| Telephone no |  | Reason for leaving |  |
| Brief outline of duties | | | |
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| **Previous employment** Where possible please cover the last ten years starting with the most recent | | | | | |
| Employer’s name and address | Dates | From (Month) |  | To (Month) |  |
|  | Position held | |  | | |
| Reason for leaving | |  | | |
| Main duties & responsibilities | | | | | |
|  | | | | | |
| Please list other previous posts (please continue on a separate sheet if necessary): | | | | | |
| Employer’s name and address | Dates | From (Month |  | To (Month) |  |
|  | Position held | |  | | |
| Reason for leaving | |  | | |
| Employer’s name and address | Dates | From (Month) |  | To (Month) |  |
|  | Position held | |  | | |
| Reason for leaving | |  | | |
| Employer’s name and address | Dates | From (Month) |  | To (Month) |  |
|  | Position held | |  | | |
| Reason for leaving | |  | | |
| Employer’s name and address | Dates | From (Month) |  | To (Month) |  |
|  | Position held | |  | | |
| Reason for leaving | |  | | |
| Employer’s name and address | Dates | From (Month) |  | To (Month) |  |
|  | Position held | |  | | |
| Reason for leaving | |  | | |

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| **Education** | | | | |
| Names of Schools, Colleges, Universities etc. attended | Dates | | Qualifications: please indicate level and grade | Date obtained |
| From | To |
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| Details of any course you are CURRENTLY undertaking, anticipated duration and method of study |
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| **Additional Information** | | | |
| Do you hold a full current driving licence? | Yes  No | Do you have a vehicle you are prepared to use for work purposes? | Yes  No |

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| Do you have an unspent criminal conviction?  (If ‘yes’ please give brief details?) Please note: If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act, you will be required to complete a separate form. | Yes  No |
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| Total number of days absent from work due to sickness in the last 12 months:  Please give reasons below for any extensive sickness (10 days & over.) |  |
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| Are you required to have a work permit? | Yes  No |
| If ‘yes’, do you have one? | Yes  No |

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| Are you connected to a business, which trades with the Southend Carers?  If ‘yes’, please below state relationship and business name. | Yes  No |
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| Are you related to, or partner of, a Southend Carers committee member or employee?  If ‘yes’, please state below the name(s), relationship and if an employee, their job title. | Yes  No |
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| **References** | | | | | |
| Please give names and addresses of *two* referees. The first should be your present or most recent employer (or School/College). The 2nd should not be a relative, family member or officially connected with Southend Carers. | | | | | |
| **1st Reference** | | | **2nd Reference** | | |
| Name: |  | | Name: |  | |
| Address: |  | | Address: |  | |
| Position held: |  | | Position held: |  | |
| Tel No: |  | | Tel No: |  | |
| Email: |  | | Email: |  | |
| May we contact this referee if you are offered the position? | | Yes  No | May we contact this referee if you are offered the position? | | Yes  No |

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| **Personal Statement** |
| Please give details below, in support of your application. Refer to the job description and person specification and make reference to any skills/knowledge or experience, which you consider to be relevant. This may have been acquired at work, although it could include school, community or voluntary activities. Please continue on a separate sheet if necessary. |
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| **Declaration** | | | |
| I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post.  I hereby explicitly consent to Southend Carers retaining my personal details within a manual or electronic filing system in relation to the General Data Protection Regulation and Data Protection Acts 2018, for the specific purposes of recruitment. | | | |
| Signed |  | Date |  |