|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Where did you see the post advertised?** |  |

**Please answer all sections. Richmond Carers Centre does not accept CVs or other supporting documents for applications. Please email completed application form to** [**info@richmondcarers.org**](mailto:info@richmondcarers.org) **by the closing date stated on our advertisement.**

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| First name(s) |  |
| Surname |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SAFER RECRUITMENT PROCESS** | | | | |
| Post Code |  | | | |
| Telephone |  | | | |
| Email |  | | | |
| Are you eligible to work in the UK? | **Yes**  **No** | If YES, can you provide evidence of this? | | **Yes**  **No** |
| Do you have a DBS certificate? | **Yes**  **No** | If YES, please provide certificate number and date of issue? | |  |
| Please note that successful applicant may have to submit to a new DBS enhanced check for position to be confirmed and fit for purpose within job role. | | | | |
| Do you have a form of photograph identification? | **Yes**  **No** | | If YES please give type of document: |  |
| Please note that if selected for interview applicant may have to provide copy of photographic identification and proof of any formal qualifications achieved as outlined in application for position to be confirmed. | | | | |

|  |  |
| --- | --- |
| **ACCESSIBILIY REQUIREMENTS FOR INTERVIEW** | |
| Are there any arrangements that we can make for you if you are called for an interview? | **Yes**  **No** |
| If YES please specify: | |

|  |
| --- |
| **DIVERSITY AND EQUALITIES OPPORTUNITIES MONITORING FORM** |
| Please complete the Diversity and Equal Opportunities Monitoring Form enclosed with your application. This will be detached from your application before short listing begins. Information provided will be used solely for monitoring purposes. |
| Please check this box to confirm that you have also included a Diversity and Equalities Opportunities Monitoring Form with your application. |

|  |  |
| --- | --- |
| **DECLARATION** | |
| I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of Richmond Carers Centre any offer of employment may be withdrawn or my employment terminated.  I declare that the information and details contained in this application form are true and correct to the best of my knowledge and belief, and I will not wilfully suppress any material fact. I hereby declare that the information given above is true to the best of my knowledge, information and belief. I understand that any employment offered to me may be terminated in the event that material information, not disclosed in my application, is discovered at a later date. | |
| Print name |  |
| Signature |  |
| Date |  |
| Privacy Notice  In compliance with General Data Protect Regulations, Richmond Carers Centre will only collect personal data and applicant information relevant to carry out a safe recruiting process. This means we will ask for data such as applicant’s name and contact details, education and employment history, and contact details for referees. The application pack will include an equalities monitoring form, which will be separate to the application form for statistical purposes only. Applicant’s information will not be shared with a 3rd party unless required to do so by law. Please note that at the shortlisting stage copies of this application may be sent to the trustee(s) assisting with recruitment. We will retain applicant’s information for the duration of the recruitment period after which unsuccessful applications will be deleted. | |

**Please note: the first two pages of this application form are not viewed by the shortlisting panel until after completion of the shortlisting process.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | | |
| Please give details of your employment starting with your current or most recent employer. Please include notice period for current employment. Please include information about any gaps in employment. | | | | | |
| **Name and address of employer** | **Job title** | **Main duties and responsibilities** | **Dates of employment from/to** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Please add additional rows as necessary. | | | | | |

|  |  |  |
| --- | --- | --- |
| **EDUCATION HISTORY AND QUALIFICATIONS** | | |
| Please give details of your education history including school, college, university and further education and detail any qualifications obtained. | | |
| **Name of education establishment** | **Qualifications obtained** | **Dates attended from/to** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Please add additional rows as necessary. | | |

|  |  |  |
| --- | --- | --- |
| **TRAINING** | | |
| Please give details of any training you have had or professional qualifications you have obtained that may support your application. | | |
| **Title of training course or professional qualification**  **and brief description** | Certificates/qualifications obtained | **Dates attended from/to** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Please add additional rows as necessary. | | |

|  |
| --- |
| **PERSONAL STATEMENT** |
| Using the Job Description and Person Specification for the post you are applying for, please explain why you think you are suitable for the position. Your selection for interview will depend on the extent to which you address each of the requirements contained in Job Description and Person Specification. Where you do not have direct experience of a specific task, please explain why you think you could undertake this part of the job. **Please note a maximum of two sides of A4 should be used.** |
|  |
| Please continue on a separate sheet as necessary. |
| **DECLARATION OF CRIMINAL RECORD** |
| Please note any criminal convictions, except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland. |
|  |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please give the name and contact details of two people willing to act as referees for you. They cannot be family members and one should be your current or most recent employer. References will not be taken up until an offer of employment has been made. | |
| Name of referee: | Name of referee: |
| Capacity in which known to you: | Capacity in which known to you: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

**Thank you for taking the time to complete this form. Please email it to** [**info@richmondcarers.org**](mailto:info@richmondcarers.org) **by the closing date stated on our advertisement.**

**Please note that we will only contact candidates shortlisted for interview.**