**Please write in black ink, or type (CVs are not acceptable and all sections must be completed)**

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| **Post applying for:** |

**Personal Information**

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| --- | --- | --- | --- |
| **Surname** | **First names** | | **Known as** (if different) |
| **Title** | **Mr Mrs Miss Ms Dr Other** (please specify) | | |
| **Have you been known by a different name? Yes/No** | | **If yes please give details** | |
| **Address** |  | | |
| **Contact Number** |  | | |
| **Home email address** |  | | |
| **National Insurance number** |  | | |
| **Note**: You will be asked to provide proof of identity at interview, e.g. passport. | | | |
| **Have you applied for any other position at CareTrade in the last 2 years Y / N** | | | |

**Employment History**

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| --- | --- | --- | --- | --- | --- | --- |
| **Current (or last) employment** | | | | | | |
| **Name and address of employer** | **Job title** | | **Dates of employment** | | | **Reason for leaving** |
| **From** | | **To** |
|  |  | |  | | |  |
| **Summary of Key Responsibilities** | | | | | | |
| **Notice period** | | **Salary** | | **Are you still employed by this Organisation?**  **Yes / No** | | |

**Previous work record** (**starting with the most recent**) in chronological order since leaving school. Please include periods of voluntary work and provide reasons for any gaps in employment.

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| --- | --- | --- | --- | --- |
| **Name and address of employer** | **Job title** | **Dates of employment** | | **Reason for leaving/gaps in employment** |
| **From** | **To** |
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Please continue on a separate sheet if necessary

**Education and Training**

**You will be asked to provide proof of qualifications at interview.**

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| **Institution / Awarding Body** | **Dates attended** | **Qualifications achieved** |
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Please continue on a separate sheet if necessary

**References**

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| **Please provide the names of two referees.** Where possible please include two employment referees, one of which must be your current employer. If you are not currently employed, please give us your last employer and another employer reference. If you do not have a work record, please give us an academic reference where possible. If you are not able to provide two work or educational references please provide character referees who must not be relatives or people who know you solely in the capacity of friends. | | |
|  | **1st Referee**  **Current or most recent employer** | **2nd Referee** | |
| **Name** |  |  | |
| **Job Title** |  |  | |
| **Organisation** |  |  | |
| **Address** |  |  | |
| **Telephone No.** |  |  | |
| **Email** |  |  | |
| **Can we take up a reference prior to interview?** | **Yes/No** | **Yes/No** | |
| **How do you know this person?** | **Employment / Education/ character Other (please state)** | **Employment / Education/ character Other (please state)** | |
| *Please note that if you are shortlisted for interview we are required to take up at least one reference prior to interview otherwise we are unable to proceed.*  *If you are successful with a job offer we must have in place two previous employer references before the commencement of your employment*. | | |

**Supporting Statement**

Please set out the personal qualities and experiencethat you believe are relevant to your suitability for the position. You will need to refer to the **person specification** for this section**.**

**Please note-The statement should be no longer then one page of A4 paper and using an appropriate sized print. The statement can be on a separate page and attached to application.**

**General Information**

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| **Do you have a disability for which you would need adjustments to the interview process?** If Yes, please give details: | |
| **Nationality**  (Please see note in guidelines) | |
| ***Please note you will be asked to show proof of identity at interview i.e. passport. Please circle/delete as applicable***  **Do you need a Visa to work in this country?** Yes / No  **If so, do you have one?** Yes / No | |
| **Have you ever been dismissed or given a disciplinary warning from any previous employer?** ***Please circle/delete as applicable***  If Yes, please give details | **Yes / No** |
| *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 Rehabilitation of Offenders Act (Exemptions) Order 1975. An amendment in 2013 provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service* [*website*](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering)*.*    *In the event of employment, any failure to disclose relevant cautions or convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.* | |
| **Do you have any convictions, cautions, reprimands or warnings that are not ‘protected’?**  ***Please circle/delete as applicable***  Yes / No  If yes, please provide details to the Chief Executive in a sealed envelope marked “Strictly Confidential” and return the envelope with your application.  (Appointment is subject to a vetting procedure that includes an Enhanced Disclosure and Barring Service certificate and, for posts in regulated activity, a check of the Barred list[s] relevant to the role) | |
| **Do you have any prosecutions pending? *Please circle/delete as applicable***    If yes, please provide details to the Chief Executive in a sealed envelope marked “Strictly Confidential” and return the envelope with your application. | **Yes / No** |

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| **Disclosure and Barring Update Service** | |
| **Are you a member of the Disclosure and Barring Update Service? *Please circle/delete as applicable***  If yes, please provide information about the level of checks undertaken against your DBS online certificate from the categories listed below: | **Yes / No** |
| **Workforce Type**  Please indicate the workforce category your online DBS certificate relates to**:**   * **Child and Adult Workforce** * **Adult Workforce** * **Child Workforce** * **Other Workforce** | **Yes**  **Yes**  **Yes**  **Yes** |
| **Level of Check**  Please indicate the level of your online DBS certificate**:**   * **Enhanced** * **Standard** | **Yes**  **Yes** |
| **Regulated Activity**  Please indicate whether your online DBS certificate includes a check of any of the following barred lists**: *Please circle/delete as applicable***   * **Regulated Activity Children** * **Regulated Activity Adults** | **Yes / No**  **Yes / No** |
| If you are successfully appointed, it is a requirement of your appointment that CareTrade views your original DBS Certificate that is registered with the Update Service, whether you are a new or existing subscriber, being relevant to the role. CareTrade will return the original DBS Certificate to you confidentially and a copy will not be retained on file. ***Please circle/delete as applicable***  **If your online DBS certificate is adequate and relevant to the role in which you are being appointed, please confirm you can provide a copy of your original DBS certificate upon CareTrade’s request,**  **And that;**  **You give CareTrade consent to check your online DBS status prior to the commencement of your employment:** | **Yes / No**  **Yes / No** |
| If you are a member of the DBS Update Service but the level of check held online is inadequate for the role/workforce at CareTrade, CareTrade will require a new DBS application to be processed. This new application must be added to your online DBS Update Service subscription for the duration of your employment with CareTrade.  It is CareTrade’s policy that all employees subscribe to the DBS Update Service and maintain membership annually for the duration of your employment. CareTrade will pay for the cost of subscription and the DBS application. You will be provided with further information post job-offer. | |

The information on this form will be processed in accordance with the Data Protection Act 1998 and by signing this form you are consenting to this information, including sensitive data, being processed. If you are subsequently employed by the CareTrade Charitable Trust, this information will form the basis of your employment records, otherwise it will be destroyed approximately 6 months after the vacancy is filled.

By signing also, you confirm:

that to the best of your knowledge the information you have provided is correct and gives a fair representation of your qualifications, skills and employment history. You should understand that these details will be held as part of your official employment record and if any misleading information has been given, this may lead to the termination of your employment.

that you are not on the DBS Adults and / or Children Barred Lists, disqualified from working with children or young adults, or subject to sanctions imposed by a regulatory body.

that you either have no criminal convictions, cautions, bind-over or prosecutions pending, or you have attached details of your record in a sealed envelope marked confidential.

**Signature ...................................................Date ....................................**

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| **Please return this form to CareTrade Answers for Autism** to arrive by the closing date.  **Please send electronically to**  [**judith.kerem@caretradeuk.org**](mailto:%20judith.kerem@caretradeuk.org)  **You can either** sign, scan and send the document as a pdf **Or** send the form as a word document (with your name written in signature and dated) – **submission will be taken as agreement to the terms above**  CareTrade is committed to equal opportunities for all. |

The information you supply will be kept securely and not shared with any third parties without your prior consent. CareTrade keep applications on file for 2 years after which it will be shredded and recycled unless you are then employed by CareTrade. If you do not want us to keep your information on file please email [Judith.kerem@caretradeuk.org](mailto:Judith.kerem@caretradeuk.org) to opt out.