**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** |  | | |
| **Personal 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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | **Current 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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |

Please continue on a separate sheet if necessary

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide the names of at least two referees.** Where possible please include three 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**  **Previous employer** | **3rd Referee**  **Character reference** |
| **Name** |  |  |  |
| **Job Title** |  |  |  |
| **Organisation** |  |  |  |
| **Address** |  |  |  |
| **Telephone No.** |  |  |  |
| **Email** |  |  |  |
| **Can we take up a reference prior to interview?** | **Yes/No** | **Yes/No** | **Yes/No** |
| **How do you know this person?** | **Employment / Academic/ Character/Other (please state)** | **Employment / Academic/ Character/Other (please state)** | **Employment / Academic/ 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 than one page of A4 paper and using an appropriately 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 |
| **Important Information:**  *If you are shortlisted for an interview, you will be asked to complete a self-disclosure and 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.*  *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.* |

The information on this form will be processed in accordance with The Data Protection Act 2018 (GDPR) 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.

**Sign:** **Date:**

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| **Please return this form to CareTrade Answers for Autism** to arrive by the closing date.  **Please send electronically to** [**TAP@caretradeuk.org**](mailto:TAP@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 [TAP@caretradeuk.org](mailto:TAP@caretradeuk.org) to opt out.