

APPLICATION FOR EMPLOYMENT

Please complete this form in black ink .
Do not send a CV in place of this application form.



Sefton Carers Centre

PRIVATE AND CONFIDENTIAL

Return this form to: Sefton Carers Centre
27-37 South Road
Waterloo
Liverpool L22 5RF

POSITION APPLIED FOR _____

Surname	Forename(s)	Title
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Address:

Postcode _____ Telephone number: _____

NI No.	Date of Birth
Current driving licence? Yes/No Groups: Expiry Date:	Details of endorsements

Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)

EDUCATION HISTORY

Schools	From	To	Qualifications gained

Colleges/Universities	From	To	Qualifications gained

Other training

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position. Also include details of any voluntary work undertaken.

EMPLOYMENT HISTORY - (Please complete in full starting with most recent position first and continue on a separate sheet if necessary)

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START/FINISH SALARY	REASON FOR LEAVING

Notice required in current post:

Please explain any gaps in employment history

FROM	TO	REASON

REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain work experience references, one of which must be your current/last employer.

1.	2.
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LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post with particular reference to the job description and person specification. Please continue on a separate sheet if necessary.

HEALTH DETAILS

Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? Yes No

Please specify any special arrangements for work associated with any impairment.

Please specify any special arrangements you will need to attend an interview.

Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

EQUAL OPPORTUNITY MONITORING



Sefton Carers Centre

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Position applied for:

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

Date of Birth:

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex)

A) White

- English Scottish
- Welsh Irish
- Any other White background, please specify

B) Mixed

- White and Black Caribbean White and Black African
- White and Asian
- Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Indian Pakistani
- Bangladeshi
- Any other Asian background, please specify

D) Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean African
- Any other Black background, please specify

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese
- Any other background, please specify

F) Sex

- Male Female

Name: Signed:

Date:

**Rehabilitation of Offenders Act 1974
(Exceptions) order 1975**

Confidential



Sefton Carers Centre

Post applied for

You are asked to indicate below whether or not you have any criminal convictions or proceedings against you.

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 as amended. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

Any failure to disclose all convictions, or failure to give details of any criminal proceedings pending against you could invalidate your application, or in the event of employment, could result in dismissal in accordance with the Centre's Disciplinary Procedure.

Any information given will be kept in strictest confidence and will be considered only in relation to your application for this post and if successful, your continued employment in a 'sensitive post. Please note that information provided about convictions which are deemed irrelevant to the post for which you are applying will be disregarded.

Have you any convictions?

Yes No

Are there any criminal proceedings pending against you?

Yes No

If you have answered yes to either question please provide details below (You may continue overleaf)

Full name (please print)

Previous name (where applicable)

Signature

Date