

# North Staffs Carers Association

Company Limited by Guarantee Registered in England. Registered number 3313461,  
Trent House, 234 Victoria Road, Fenton, Stoke-on-Trent, ST4 2LW  
Charity No. 1062548

## Application for Employment

Please complete this application form in **BLACK INK**, in your own handwriting. CVs will be accepted as additional information. Please write the title of the job you are applying for in the top left hand corner of the return envelope.

### Return form to

North Staffs Carers  
Trent House  
234 Victoria Road  
Fenton  
Stoke-on-Trent  
ST4 2LW

### Position

### Interviews held

### Closing Date

### For Official Use

Reference No. \_\_\_\_\_

Shortlisted Yes

No

Appointed Yes

No

## Personal Details

Surname

First Name(s)

Address  
including  
Postcode

Title e.g. Mr, Mrs, Miss, Ms or Other

Day time Telephone No. (inc. STD Code)

Evening Telephone No. (inc. STD Code)

## Present or Most Recent Employment

Employers Name

Employers Address

Job Title

Date Commenced

Last Date of Employment

### Brief Description of Duties and Responsibilities

Date on which you could take up employment at North Staffs Carers Association

**Previous Employment ~ starting with the most recent**

Employers Name and Address	Post Held and Description of Duties	Reason for Leaving

**Education and Training**

School / College / University Attended	Qualification Gained or Courses Studied

**Attendance at Training Courses relevant to this Post**

Organising Body	Course Title	Duration	Date

**Personal Interests ~ give details of hobbies, membership of clubs and any offices held in social clubs etc**

Please summarise why you feel you are suitable for this post. Reference should be made to previous experience, personal achievement and any other relevant information. Please use a continuation sheet if necessary.

DO YOU CONSIDER YOURSELF DISABLED UNDER THE DISABILITY DISCRIMINATION ACT? YES  NO

DO YOU REQUIRE ANY PARTICULAR ARRANGEMENTS FOR INTERVIEW? YES  NO

Please give details:-

#### SUPPLEMENTARY INFORMATION

Do you hold a full current & clean driving licence for a car? YES  NO

Do you have the use of a car for your work duties? YES  NO

Do you have any driving convictions? YES  NO  If yes, please give details on separate sheet

**CRIMINAL RECORDS CHECK THROUGH THE CRIMINAL RECORDS BUREAU (CRB).**

The Association works with vulnerable adults/children. Therefore, the person appointed will be required to have a check for criminal records through the CRB. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. If the position involves working with children, Disclosure will also contain details by the Department of Health and the Department for Education and Skills of those considered unsuitable for this type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.

If shortlisted, would you be prepared to complete a Disclosure form? YES  NO   
Would you agree to a CRB check if offered the job? YES  NO

**REFERENCES**

Please give the details of two referees who have a knowledge of your work and character. Where possible, one referee should be a senior person in your present work (or the last place of work) or, in the case of applicants leaving full-time education, your school, college or university tutor.

In order to save time, references may be taken up prior to interview. If you do not wish your references to be taken up at this stage please put an **X** in the box

<b>1.</b> Name:  Address:    Telephone number:	<b>2.</b> Name:  Address:    Telephone number:
Referee's occupation	Referee's occupation

**DECLARATION**

<b>I CONFIRM THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THIS FORM IS TRUE AND COMPLETE.</b> Any false statement may be sufficient cause for rejection or, if employed, dismissal.	
Signature.....	Date.....

Where did you see this post advertised? ..... Date .....