|  |
| --- |
| Job Application Form |

|  |  |
| --- | --- |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

|  |
| --- |
| Personal details |
| **Title**: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  |
| **First Name(s):** | **Last** **Name**:  |
| **Address**:  |
|   |
|   | **Post** **Code**:  |
| **Home** **Phone**:  | **Mobile** **Phone**:  |
| **Email** **Address**:  | **Date** **of** **Birth**: Select date |
| **National Insurance Number:**   |

Are you free to remain and take up employment in the UK? Yes [ ]  No [ ]

You will be required to provide appropriate documentary evidence of this at interview.

For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

**Driving Licence (if relevant to post applied for)**

Do you hold a full, clean driving licence valid in the UK? Yes [ ]  No [ ]

If no, please give details below:

Do you own a car or have access to one? Yes [ ]  No [ ]

You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to post)

Have you previously been invited for an interview with, or employed by, Enfield Carers Centre?

 Yes [ ]  No [ ]

If yes, please state position(s) applied for / held:

|  |
| --- |
|  Education/Qualifications |

|  |  |  |  |
| --- | --- | --- | --- |
| **School (11+)**  | **Study Dates** | **Qualification** **and Grade** | **Date Obtained** |
|  |  |  |  |
| **College/University** | **Study Dates** | **Qualification** **and Grade** | **Date Obtained** |
|  |  |  |  |
| **Ongoing Professional Development** | **Study Dates** | **Qualification** **and Grade** | **Date Obtained** |
|  |  |  |  |

|  |
| --- |
| **Training and Development** |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.  |

|  |  |
| --- | --- |
| **Training Course** | **Course Details** **(including length of course/nature of training)**  |
|  |  |

|  |
| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details:  |

|  |
| --- |
|  Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

|  |
| --- |
| Current or most recent employer |
| **Name of Employer:** |  |
| **Address**:  |
|   |
|   | **Post** **Code**:  |
| **Position Held:** |
| **Date Started:**  Select date | **Notice Period or Leaving Date (if no longer employed):** |
| **Reason for leaving:** |
| Salary / package on leaving this post: |
| Brief description of duties: |

|  |
| --- |
| Previous employer |
| **Name of Employer:** |  |
| **Address**:  |
|   |
|   | **Post** **Code**:  |
| **Position Held:** |
| **Date Started:**  Select date | **Notice Period or Leaving Date (if no longer employed):** |
| **Reason for leaving:** |
| Salary on leaving this post: |
| Brief description of duties: |

|  |
| --- |
| Previous employer |
| **Name of Employer:** |  |
| **Address**:  |
|   |
|   | **Post** **Code**:  |
| **Position Held:** |
| **Date Started:**  Select date | **Notice Period or Leaving Date (if no longer employed):** |
| **Reason for leaving:** |
| Salary on leaving this post: |
| Brief description of duties: |

Continue on a separate sheet if necessary and include all previous employment

|  |
| --- |
|  Information in support of your application |

**Skills, abilities and experience (TYPEWRITTEN ONLY PLEASE)**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

Attach and label a maximum of 2 additional sheets.

|  |
| --- |
| Convictions / Disqualifications |

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974: Having a criminal conviction will not necessarily exclude you from being appointed and is dependent on the nature of the offence.

If successful, you will be required to undergo an enhanced or standard Criminal Record Bureau check. Please indicate below whether you are in agreement to such a check being carried out. Yes [ ]  No [ ]

Details of convictions/disqualifications:

|  |
| --- |
| Reasonable Adjustments/Arrangements for Interview |

Please contact us if you need the application form in an alternative format or let us know if you need any adjustments for the interview.

|  |
| --- |
| References |

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Please be assured that no approach will be made to your referees before an offer of employment has been made to you. Due to the nature of our services, all our reference requests include questions about safeguarding concerns relating to children and adults at risk.

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| **Name:** | **Name:** |
| **Job title**:  | **Job title**:  |
| **Organisation**: | **Organisation**: |
| **Address**: | **Address**: |
|  |  |
|  |  |
| **Post** **Code**:  | **Post** **Code**:  |
| **Contact No:** | **Contact No:** |
| **Email:** | **Email:** |
| **How is this person known to you:** | **How is this person known to you:** |
| **Do you wish to be consulted before this referee is approached:** **Yes** [ ]  **No** [ ]  | **Do you wish to be consulted before this referee is approached:** **Yes** [ ]  **No** [ ]  |

|  |
| --- |
|  |

|  |
| --- |
| Declaration |

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I agree that Enfield Carers Centre may process and maintain electronic computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Act 2018.**

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

**Signed**: **Date:** Select date

Candidates selected for interview will normally be notified within two weeks of the closing date.

**If you return this form by email, you will be asked to sign your application at interview.**

### Enfield Carers Centre Privacy Notice for Job Applicants

Here at Enfield Carers Centre we take your privacy seriously and will only use your personal information to process your job application and for HR purposes should you become an employee.

**Please tick each way** that you are happy for us to contact you:

**Post:** [ ]  **Email:** [ ]  **Telephone:** [ ]  **Text message:** [ ]

We will never pass your details to third parties without your consent

### Submitting your application

|  |  |
| --- | --- |
| **By Hand or Post:** PRIVATE & CONFIDENTIAL Fiona JonesOperational Director/Deputy CEO Enfield Carers CentreBritannia House137 – 143 Baker StreetEnfield MiddxEN1 3JL | **By E-Mail:** fionaj@enfieldcarers.org**Enquiries:** Telephone: 020 8366 3677 |

**Our Commitment to Safeguarding**

Enfield Carers Centre aims to protect children/ young people and adults who receive Enfield Carers Centre’s services from harm. This includes the children of adults who use our services

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child and adult protection. This policy applies to anyone working on behalf of Enfield Carers Centre including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and work experience students.

If you would like more information about how your information is used, how we maintain the security of your information and your rights to access information that we hold on you, please ask for a copy of our full privacy notice or contact:

*The DPO*

*Enfield Carers Centre*

*Britannia House*

*137 -143 Baker Street*

*EN1 3JL*