

## JOB APPLICATION FORM

Please use **black ink** or **type**.

**Post applying for:**

**Please state where you saw/heard about this job:**

**Personal details (please print clearly)**

Surname:

Forename:

Address:

Postcode:

Telephone  
number: (Home)

Telephone number:  
(Mobile)

**Present or most recent employer or voluntary work**

Employer's name and address:

Postcode:

Telephone  
number:

Type of  
establishment:

Job Title:

Date started in  
post:

Notice  
required:

Date left if no longer  
employed:

Reason for leaving:

**Describe your main duties and responsibilities in the above job/voluntary work**





**Please describe any training that you have done**

<b>Course title or area of training</b>	<b>Date</b>

**Additional Information**

After reading the job description and person specification please say why you are applying for the post and tell us how you meet the requirements of the job. Highlight any knowledge, experience or skills you consider relevant to those listed on the person specification and, where appropriate, competency indicators.

CVs are not accepted as a substitute for completing this section but you may provide information on an additional sheet(s) if you wish.

**References**

If you do not have a present or previous employer please provide the names of two people who can provide evidence of your abilities and experience.

**Present or most recent employer**

Name:

Job Title or  
Occupation:

Address:

Postcode:

Telephone  
number:

May we contact before interview    Yes / No

**Previous employer**

Name:

Job Title or  
Occupation:

Address:

Postcode:

Telephone  
number:

May we contact before interview    Yes / No

**Rehabilitation of Offenders Act**

The kind of work that Herefordshire Carers Support is involved in means that for posts where normal duties involve access to disabled people or individuals under the age of 18, applicants are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974.

The nature of the work for which you applying means that: you **are** required to disclose both spent and unspent convictions.

**Have you had any criminal convictions?    Yes / No**

*If Yes, please give details on a separate sheet. and place in an envelope marked 'For the attention of the Director'.*

In the event of employment, any failure to disclose convictions, where required, could result in dismissal or disciplinary action. Any information given will be confidential unless Herefordshire Carers Support is under a legal duty to disclose it.

This post requires the person appointed to undergo an enhanced DBS check.

**Do you give your consent to a DBS check being carried out.    Yes/No**

**Do you hold a valid UK driving licence?    Yes/No**

**Declaration**

I declare that, to the best of my knowledge the information on this form and other documents I have attached is true. I understand that any false statements could result in dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signature:

Date: