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| **CARERS BUCKS AND CARERS MK APPLICATION FORM** |
| **PLEASE COMPLETE USING BLACK INK** **OR TYPE**. |
| **APPLICATION FOR THE POST OF:** |
| SURNAME: TITLE:  | FORENAME(S):Please give details of any previous surnames: |
| ADDRESS: POSTCODE:  E-MAIL ADDRESS:   | TELEPHONE NUMBERSHOME:WORK:May we contact you at work?MOBILE: |
| NATIONAL INSURANCE NUMBER: |  |  |  |  |  |
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| **EMPLOYMENT HISTORY** |
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| PRESENT OR MOST RECENT EMPLOYMENT |
| Name & address of employer:Nature of business:Date of appointment: mm/yyyyReasons for leaving (if applicable): | Job title and summary of main duties:Salary Scale and Current Salary:Notice required: |
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| **PREVIOUS EMPLOYMENT**Please summarise your employment history since leaving full-time education, paid or unpaid, or voluntary work for an organisation or agency, full or part-time.Start with the most recent. Please continue on a separate sheet if necessary. |
| **Employer’s name and address** | **From****Month / Year** | **To****Month / Year** | **Job title and summary of main duties** | **Reasons for Leaving** |
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| Please give details of any gaps in your employment history  |

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| **QUALIFICATIONS AND TRAINING** |
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| EDUCATIONAL AND ACADEMIC QUALIFICATIONS: Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. |
| **School, College, University** | **Examination, course****(with dates)** | **From** | **To** | **Result/Qualification gained** |
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| **IN-SERVICE TRAINING** Give details of the most recent, relevant courses attended and indicate any awards earned |
| Course Title | **Provider** | **Duration** | **Dates** |
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| **REFERENCES** |
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| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. We will take up references after we make an offer of employment. |
| If you were known to either of your referees by another name please give details:Your first referee:  Your second referee:  |
| 1.Name:Position:Address:Tel:Email:In what capacity does the referee know you? | 2.Name:Position:Address:Tel:Email:In what capacity does the referee know you? |

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| INFORMATION IN SUPPORT OF YOUR APPLICATION |
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| Please use this section to say why you are applying for this job, in particular how your personal skills, knowledge and experience will enable you to perform the duties detailed in the job description and personal specification. Include details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. Please continue, if necessary, on the back page or on further sheets which must be attached securely to this form. |

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| **ADDITIONAL INFORMATION** |
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| To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?  | yes/no |
| Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations I so, please give details: | yes/no |
| Do you hold a full current driving licence?  | yes/no |
| Do you have access to a car which you could use for work? | yes/no |
| Are you a relative or partner of any Director or employee of Carers Bucks?If YES, please state name of person and relationship: | yes/no |
| **If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:**  |
| Where did you see the advertisement for this post? If seen on the internet on which site? |
| How many working days have you lost due to sickness absence over the past twelve months? |
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| **Criminal Convictions – Rehabilitation of Offenders Act 1974** |
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| In applying for this post with Carers Bucks, you are required to disclose any unspent convictions that you have received, and any prosecutions pending against you. (You do not need to include any that are “spent” under the Rehabilitation of Offenders Act 1974.) |
| Do you have any unspent criminal convictions?  | Yes No [ ]  (tick as appropriate) |
| **If you answer yes**, you will be required to provide written details of the unspent conviction(s) or offence(s) should you be selected for interview. Please ensure that you bring these with you if you are invited to interview.  |
| **Signed:**  | **Date:** dd/mm/yyyy |
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| **DECLARATION** |
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| I agree that any offer of employment with Carers Bucks and Carers MK is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that Carers Bucks and Carers MK may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal by Carers Bucks and Carers MK. |
| **Signed:**  | **Date:** dd/mm/yyyy |
| **Please note that if you e-mail this application and are subsequently invited to an interview, you will be asked to sign this form.**Please email your completed form to mail@carersbucks.org If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful. |

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| **RECRUITMENT MONITORING** |
| Carers Bucks and Carers MK operate a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job. The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process. The information you give is confidential and is used for monitoring purposes only. **It is not part of the selection process**. |
| **Application for the post of:**   |
| **Job Reference No:**   |
| **Full name:**   |
| **Gender** (please select as appropriate) Female [ ]  Male [ ]  |
| Do you consider yourself to have a disability?If yes, what is the nature of your disability? |
| Are you a Carer for partner, relative or friend? |
| If yes, please indicate the average time spent Caring per week | 1 – 19 hrs [ ] 20 – 34 hrs [ ] 35 – 49 hrs [ ] > 50 hrs [ ]  |
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| **How would you describe yourself?**These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. \* Please define. |
| **Please tick the appropriate box to indicate your cultural background:** |
| **White:**British [ ]  Irish [ ]  Other:**Mixed:**White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ] **Asian or Asian British:**Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Asian Other [ ] **Black or Black British:**Caribbean [ ]  African [ ]  Black Other [ ] **Chinese or Other Ethnic:**Chinese [ ]  Chinese Other [ ]  Other Ethnic Group [ ]  |

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| **INFORMATION IN SUPPORT OF YOUR APPLICATION (continued)** |
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