

JOB APPLICATION FORM

Please complete a**ll** sections of the application form clearly in **black** ink. Only applications made on the official application form will be considered for this post. We advise that you read the job description and person specification thoroughly before starting the application as you will be required to make reference to it.

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| **Position Applied For  (Title and/or Reference):** | **Where did you see this post advertised?**  (If online please specify the website) |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title  (Mrs, Mr, Ms etc):** |  |
| **Surname:** |  |
| **First Name(s):** |  |
| **Address:**  **Postcode:** |  |
| **Telephone (Daytime/Work):**  **Telephone (Mobile):**  **Telephone (Evening):** |  |
| **Email Address:** |  |

Please tick here if you do **NOT** wish Camden Carers to contact you in relation   
 to any future recruitment opportunities.

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Present / Most Recent Employers name and address:** |  |
| **Job Title:** |  |
| **Salary:** | **Notice Period Required:** |
| **Start Date:** | **End Date:** (if applicable) |
| **Main Responsibilities:** |  |
| **Reasons for Leaving:** (if applicable) |  |

Please supply a complete history of employment (including unpaid and voluntary work) starting from most recent. ***Any gaps in employment must be accounted for.*** Insert additional rows/use additional sheets if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name and Address** | **Job Title and Main Responsibilities** | **From** | **To** | **Reasons for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |

**EDUCATION AND TRAINING**

Please supply a list of all education and training starting from the most recent.

*Insert additional rows/use additional sheets if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Establishment/Location (School/College/University/ In-house training)** | **From** | **To** | **Qualification/Training** | **Grade** |
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**SUPPORTING INFORMATION**

Use this section to tell us more about why you want the job and how your knowledge, skills and experience gained from paid work, voluntary experience and/or home life is relevant to this post. ***Please ensure that you give clear examples of how your skills and experience meet each of the criteria of the person specification.*** (Continue on a separate sheet if required).

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| **RIGHT TO WORK IN THE UK**  In line with the Immigration, Asylum and Nationality Act 2006, it is a criminal offence to employ an individual who does not have permission to work in the UK. Therefore, all offers of employment are made subject to the production of relevant documentary evidence.  **Do you require a permit to work in the UK? Yes No**  **Would you be able to provide documentary evidence? Yes No** |
| **CRIMINAL RECORD**  **Rehabilitation of Offenders Act 1974**  This post is exempt from the above act and therefore applicants need to disclose information about any previous convictions. If your application is successful and it is subsequently found that convictions have not been disclosed, you may be liable to immediate dismissal or alternative disciplinary actions.  **Do you have any criminal convictions? Yes No**  If YES please supply further information on a separate sheet of paper. Information will remain confidential and will only be used in conjunction with your application. |

**REFERENCES**

Please give the name and contact details of two referees. One should be your present/most recent employer. We will only contact referees after a job offer is made.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Address:**  **Postcode:** | **Address:**  **Postcode:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

All information provided on this form, will be kept in confidence and used for recruitment and personnel purposes only, in line with data protection procedures. If your application is unsuccessful, application forms will be kept securely for a period of 12 months, after which they will be destroyed.

**The information given in this form is correct to the best of my knowledge.**

**I am aware that should I be appointed any false information provided may result in my dismissal.**

**Name:**

**Signature:**

**Date:**



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