



Application for Employment

Reference Number:

Guidelines

We strongly recommend that you read all the enclosed documents and form before commencing your application. Please complete all sections fully as this information will be used for shortlisting.

Use black ink or type to enable clear photocopying. Complete applications must be returned by 5.00pm on the closing date. Faxed copies and CVs will not be accepted.

Post Applied for: Full Time Part Time

Personal Details Marital Status Single Married

Surname First Names Mr / Miss / Ms / Mrs

Address

Telephone Home

Mobile Work

Email

National Insurance Number

May we contact you at work? Yes No

If successful in your application how soon would you be able to start?

Education

Please complete in date order. It is not necessary to list every qualification that you have gained, e.g. 6 GCSE's/2A's is sufficient. Highlight any that are particularly relevant to the post. If appointed, you will be required to produce evidence of relevant qualifications.

You may also wish to state any qualifications currently being studied for.

Name and address of School College/University	Date		Qualifications/Grades
	From	To	

Other training undertaken.

List other relevant external / internal training courses. Please include dates and length of course.

Subject	Date		Length of course
	From	To	

Employment

Employment

Please provide a full employment history, starting with complete details of

your two most recent jobs.

(1) Employer's Name: _____

Address _____

Job Title _____

From To Hours worked per week

Grade Salary

Main Duties _____

Reason for leaving _____

(2) Employer's Name: _____

Address

Job Title

From

To

Hours worked per week

Grade

Salary

Main Duties

Reason for leaving

(3) Employer's Name:

Address

Job Title

From

To

Hours worked per week

Grade

Salary

Main Duties

Reason for leaving

(4) Employer's Name:

Address

Job Title

From

To

Hours worked per week

Grade

Salary

Main Duties

Reason for leaving

Unpaid work/experience.

If you are not in paid work, please tell us what you are currently doing. Please also list unpaid work related to this post e.g. voluntary work, community activities etc.

Organisation	Type of work eg Voluntary	Dates		Hours Per Week
		From	To	

Supporting Statement

This is where you give us specific information in support of your application. You will need to refer to both the **job description** and **person specification**.

Please submit these details on no more than two sides of A4 paper. Applicants submitting more will not be considered.

The job description lists the tasks and responsibilities which the post holder is expected to undertake.

The person specification states the criteria needed by the post holder to enable them to carry out the job. **Essential** criteria are used by the interviewing panel for selection at both the shortlisting and interviewing stages; please address these points when completing the form. It will not be sufficient to restate the skills or abilities listed.

You should demonstrate your ability or experience by giving examples, by reference, to paid, academic work, volunteer or leisure experience. We may also list **desirable** criteria. Again where you meet these criteria, you should explain how in your supporting statement.

Other Information

Disclosure of Offences.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that convictions otherwise regarded as 'spent' should be included. A criminal will not necessarily exclude you from this post, but under the Act, we must have details of any convictions and cautions. Checks are made against information held by the CRB, DoH, DFES.

Right to work.

In accordance with the Immigration and Asylum

Act 1996 we will require all new employees to produce evidence of their right to work in the UK. You will need to produce evidence of a NI number. Production of a P45 will be adequate, where this may be a problem you will be asked to produce other evidence such as a NI Card or a P60 covering

the previous financial year. You may also be asked to provide other relevant documentation/evidence.

References.

Employment at Future Health & Social Care is subject to two written references and you will not be able to start until these have been satisfactorily taken up. One must be your current or most recent employer. If you have not recently been employed please provide the name of a professional person who can comment on your suitability. Referees must not be relatives or friends.

Do you have any criminal convictions or cautions? Yes No

Is there any other information you wish to disclose? Yes No

If the answer is yes, we may wish to discuss it should you be shortlisted for interview.

Please give details and dates. (You may enclose details in a sealed letter and attach to record this application).

Are you known or related to anyone currently at Future Health & Social Care? Yes No

Do you have a current / valid driving licence? Yes No

Are you able to produce documented evidence of your right to work? Yes No

References

(1) Name

Address

Telephone

Relationship

(2) Name

Address

Telephone

Relationship

Do you wish us to wait until after your interview to contact your referees? Yes No

I certify that the details given are, to the best of my knowledge, complete and correct, and I understand that any false information may affect my application or employment with Future Health & Social Care.

Signed

Date

Please return to:

Future Health & Social Care Association, 13th Floor Cobalt Square, 83-58 Hagley Road, Edgbaston, Birmingham, B16 8QG.

Equal Opportunities Monitoring Form

Reference Number: _____

Future Health & Social Care is

striving to be an Equal Opportunities employer. The information contained within form is kept confidential, and used only for Human Resources monitoring purposes. It is detached from the application form before shortlisting and destroyed once monitoring is completed.

If you feel that the categories do not apply, please use the additional space provided to tell us how you classify yourself. If you do not wish to answer a particular question, you may leave it blank. We appreciate that some people may not wish to declare a disability or their sexual orientation for fear of indirectly discriminating against certain groups of people. It is for this reason that recruitment monitoring forms part of the organisation's Equal Opportunities Policy and is an important tool in helping us improve and actively work against such discrimination. We would like you to participate in this process, but should you choose not to, your application will not be affected. Thank you for your help.

I define my gender as: Female Male

I am: Black White Mixed Other Race

If other please specify: _____

I define my ethnic origin as: Arab African British
Caribbean Irish Other European
S E Asian/ Chinese Other Asian Other

other please specify _____

Please identify your age

under 21 21 – 25 26 – 30 31 – 35 36 – 40
41 – 45 46 – 50 51 – 55 56 – 60 61 – 65
65 +

I do/do not have any disabilities would/would not require special adaptations or equipment to carry out my duties

Please specify _____

If you answer yes to either of these questions, and are shortlisted for interview, please contact us to ensure that interview arrangements are to your satisfaction

Where did you see this post advertised? _____

Post applied for: _____

Thank you for completing this form.

Data Protection Act 1998

I consent to Future Health & Social Care holding and processing data contained in this monitoring form for the purposes stated above.

Signed _____

Date _____

(See overleaf for Statement of Intent)

Equal Opportunities Policy

Statement of Intent

Future Health & Social Care recognises that many different groups of people in society continue to face both direct and indirect discrimination on the grounds of their race, colour, ethnic or national origins, their religion, their age, gender, sexuality, antibody status, their domestic or financial circumstances, disability, unrelated criminal convictions or cautions, class appearance, etc.

We believe that it is wrong to prevent equality of opportunity and recognise that passive policies will not in themselves prevent discrimination.

The purpose of this document is to state our commitment to develop and promote equality of opportunity through our policies and practices.

We will ensure that positive action programmes are implemented to identify, end and redress any existing discrimination in its provision of services. Future Health & Social Care will also ensure that equality of opportunity in employment and recruitment becomes a reality in practice and will implement a programme of action to this end.

We recognise monitoring and evaluation as essential tools in ensuring that equality of opportunity is developed and maintained throughout the organisation and will regularly conduct monitoring and evaluation of all areas of this policy.

Future Health & Social Care expects all paid employees, volunteers and management committee members to adhere to, promote and further develop our Equal Opportunities Policy. We will use all our powers to ensure this policy is implemented.