



This form should be completed in your own handwriting in black ink.
 Please refer carefully to the job description and person specification when filling in this form. If the space provided is insufficient to answer a particular question please continue on a separate sheet.

Post Applied for:		Vacancy Ref No:
Preferred Location of Work:	1..... 2.....	
Preferred Client Group and Hours:	<input type="checkbox"/> Mental Health <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Autism <input type="checkbox"/> Older People <input type="checkbox"/> No Preference <input type="checkbox"/> Office	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
How did you hear of this vacancy: (If in publication, please state which one. If from current employee of Creative Support, please state name)		
Have you previously applied for a post with Creative Support?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please answer the following)	
State Post Applied For and Date:		

Personal Details	Title:	
Forename(s) or other names		
Surname		
Address		
		Postcode:
Telephone	Home:	Work:
	Mobile:	
Email Address		
Car Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No	Car Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any endorsements on your licence? (if so please outline why)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a UK or EU/EEA national? (If so you will need to provide proof of this at your interview)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If you are not a UK or EU/EEA national can you provide proof of permission to work in the UK?</p> <p>If you cannot provide proof of permission to work in the UK we cannot accept your application as you are unable to work legally in the UK.</p> <p>If you can provide proof of permission to work please state the nature of your permission to work in the UK, any restrictions on the hours you are permitted to work and the expiry date of the permission.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe the type of permission to work in the UK: Hours permitted to work: Expiry Date: We will require sight of the documentation which confirms that you are permitted to work in the UK at the interview stage. We may need to take a copy of the document and to carry out checks to authenticate it.	

Employment History	Present or most recent employment (paid or unpaid) <i>This includes any roles prior to moving to the UK (if applicable)</i>		
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Current/Last Salary	Position(s) Held
			Employed <input type="checkbox"/> Self Employed <input type="checkbox"/>

Outline of Duties and Responsibilities:

Reason For Leaving

Please state reason for leaving and confirm current employment status:

Number of Weeks Notice Required

Previous Employment			
Please list in chronological order, with your most recent post listed first, including temporary, casual and short term jobs (Please give your full employment history since leaving school. If you require extra space please attach an additional sheet)			
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held and salary	Reason for leaving
Outline of Duties and Responsibilities			
Employer Name, Address including Post Code and Telephone Number	Date(s) employed	Position(s) held and salary	Reason for leaving
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Outline of Duties and Responsibilities

Gaps in Employment	Please give details of all periods when not in employment, giving dates and reasons	
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Dates from:	To:	Reason:
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Dates from:	To:	Reason:
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Dates from:	To:	Reason:
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Dates from:	To:	Reason:
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Have you ever been dismissed from a previous post or had an employment contract terminated for any reason including redundancy? If so please give details below:

Have you been subject to disciplinary action in your current or any previous posts? (including being the subject of any disciplinary process not yet concluded to resignation) If yes, please give details:

Voluntary Work Experience <i>Give details of any voluntary or unpaid experience including care of others</i>	Language Skills <i>List all languages spoken fluently and those in which you have a good working knowledge</i>
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General Education			Qualifications Achieved
School/College	From	To	Subject/courses studied, level and grade (eg, GCSE, 'A' Level, GNVQ etc)
Further and Higher Education			Qualifications Achieved
College/University	From	To	Subject/courses studied, level and grade (eg, BA History 2:1)
Professional Training			Qualifications Achieved
College/University	From	To	Subject/courses studied, level and grade (e.g., BA Social Work/DipSW 2:1)
Professional Membership of Registered Bodies			Registration No/Renewal Date
Name of Professional Body and Level of Membership	Date		Nurses, please give PIN No. Social Workers please give GSCC Registration No
NVQs and other work related qualifications			Qualifications Achieved
College/Training Provider	From	To	Awarding body, level and grade if applicable (eg, Edexcel NVQ 4 Pass)
Other vocational and work related training undertaken			
List subjects, e.g., First Aid	Duration (e.g., 1 day)		Level (if appropriate)

<p>Please tell us why you are applying for this post and why you want to work for Creative Support</p>	<p>If in current employment, please explain why you are looking for a new post:</p>
<p>Do you have any restrictions in your working hours or availability? Please note our requirements in respect of working hours as detailed within the Job Description</p>	
<p>Additional Supporting Information</p>	<p>What experience have you gained in your current and previous jobs and general life experience, which you feel would be relevant to the job you are applying for? Referring to the job description and person specification outline the values, skills, abilities, knowledge and personal qualities you feel you could bring to this post and the agency. Continue on a separate sheet if necessary. If you wish to attach a CV or other information please do so.</p>

References	Please supply the names and addresses of two professional referees who have agreed to provide a reference. <u>It is essential that one of your referees must be your current or most recent employer and that your referee is/was your line manager and not a colleague, relative or friend.</u> Both references cannot be from the same company. References will be verified to ensure authenticity. Failure to provide the above can result in your application being withdrawn.	
Current employer or most recent employer details	Company	
(Business Addresses Only)	Name	
	Position	
	Address	
		Post Code:
	Tel	
	Fax	
	Email	
	Can this reference be contacted prior to interview	
Previous employer (if not applicable an academic referee)	Company	
(Business Addresses Only)	Name	
	Position	
	Address	
		Post Code:
	Tel	
	Fax	
	Email	
	Can this reference be contacted prior to interview	
* Unless indicated otherwise all referees will be contacted prior to your invite to individual interview.		

Have you ever been convicted of any **criminal offence**? YES No

Please note that all positions are subject to an enhanced CRB check. You will be asked to declare all criminal convictions in further details if an offer of employment is made.

DATA PROTECTION ACT

In accordance with the Act, you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures; and for employment records if the application is successful.

DECLARATION

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

Signature: _____

Date: _____

Valuing Diversity

Fairness in Employment Monitoring Sheet – Strictly Confidential

The information on this form will be separated from your application as soon as it is received and it will not be involved in the short-listing or interviewing for the post for which you are applying.

Help us to help you

Creative Support is committed to achieving fairness and equality in employment. We want to make sure that all job applicants and employees are treated fairly and are judged solely on their merits and abilities.

What information are we looking for?

We need different kinds of information so that we can check how closely the numbers of people who apply to us for jobs, or who get jobs with us, match up to the local population. This tells us a lot about whether our recruitment processes are fair and equally open to everyone.

Disability - Definition

Under the terms of the Disability Discrimination Act 1995 a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Fairness in Employment Monitoring

My Racial Origin: (please tick appropriate box)

- | | | | | |
|-------------------------------|--|--|---|--|
| White | <input type="checkbox"/> British | <input type="checkbox"/> Irish | <input type="checkbox"/> European | <input type="checkbox"/> Other |
| Black or Black British | <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | | |
| Asian or Asian British | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Kashmiri | <input type="checkbox"/> Bangladeshi |
| Mixed Race | <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Indian | <input type="checkbox"/> White and Pakistani |

Chinese/other group Chinese

For any other racial group please write in box

My gender Female Male

My disability status I am not a disabled person I consider myself a disabled person

If you consider yourself disabled, please detail in your application form so that any adjustments to the selection process may be made (if required)

My age: 16-19 20-29 30-39 40-49 50-59 60-64 65 +

My religion: Christian (including Church of England, Catholic, Protestant and all other Christian denominations) Jewish
 Sikh Muslim Hindu Buddhist
 None

Any other religion – (please write in the box)