



# Application Form

To be completed in typed form or in your own handwriting in black ink  
**Bold bordered sections are mandatory fields**

Refer carefully to the job description and person specification. If the space provided is insufficient please continue on a separate sheet.

## Application Instructions - Only Applications that are completed in full including will be considered

Once you have completed your application form, please email it to [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk). If you require any advice on completing your application form, please call us on 0161 236 0829 – We do not accept photographs of applications as a form of application.

**We can only accept applications from candidates who are located within the UK and are eligible to work and can provide a reference from a UK based employer that they have been directly employed by for a minimum of three months (work for an agency does not qualify).**

<b>Post Applied for:</b>		<b>Vacancy Reference No:</b>
<b>Relief Support Workers will be required to sign up to use our shift booking application 'Sona'</b>		
Where did you first find this vacancy? (If in publication, please state which one. If from current employee of Creative Support, please state name)	<input type="checkbox"/> Company Website <input type="checkbox"/> Jobcentre <input type="checkbox"/> Indeed <input type="checkbox"/> Charity Jobs <input type="checkbox"/> Reed <input type="checkbox"/> Totaljobs <input type="checkbox"/> Job Fair/Event <input type="checkbox"/> Other (State) _____	
Preferred Client Group and Hours:	<input type="checkbox"/> Mental Health <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Other <input type="checkbox"/> Older People <input type="checkbox"/> No Preference <input type="checkbox"/> Office	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Have you a current in-date DBS Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it registered for the DBS update service? (£13 per year subscription) <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously applied for a post with Creative Support?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please specify):	
Are you 17 Years Old or Above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Personal Details</b>	Title:	
<b>Forename(s) or other names</b>		
<b>Surname</b>		
<b>Address</b>		
		<b>Postcode:</b>
<b>Telephone</b>	Home:	Work:
	Mobile:	
<b>Email Address</b>		
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 N/A	

<b>Are you a UK or EU/EEA national?</b> (If so you will need to provide proof of this at your interview)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are not a UK or EU/EEA national can you provide proof of permission to work in the UK?  <b>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.</b>  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.	<input type="checkbox"/> Yes <input type="checkbox"/> No  Describe the type of permission to work in the UK:  Hours permitted to work:  Expiry Date:  <b>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.</b>

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	Position(s) Held and Salary	Employed/Self Employed
			Employed <input type="checkbox"/>  Self Employed <input type="checkbox"/>

**Outline of Duties and Responsibilities:**

Reason For Leaving
<p data-bbox="76 1861 925 1895"><i>Please state reason for leaving and confirm current employment status:</i></p> <p data-bbox="874 1951 1369 1984" style="text-align: right;"><b>Number of Weeks Notice Required:</b></p>

<b>Previous Employment</b>	<b>Please list in chronological order with your most recent post listed first including temporary, casual and short term jobs</b> (Please give your full employment history since leaving school. If you require extra space please attach an additional sheet)		
<b>Employer Name, Address including Post Code and Telephone Number</b>	<b>Date(s) employed</b>	<b>Position(s) held and salary</b>	<b>Reason for leaving</b>
<b>Outline of Duties and Responsibilities</b>			
<b>Employer Name, Address including Post Code and Telephone Number</b>	<b>Date(s) employed</b>	<b>Position(s) held and salary</b>	<b>Reason for leaving</b>
<b>Outline of Duties and Responsibilities</b>			
<b>Employer Name, Address including Post Code and Telephone Number</b>	<b>Date(s) employed</b>	<b>Position(s) held and salary</b>	<b>Reason for leaving</b>
<b>Outline of Duties and Responsibilities</b>			
<b>Employer Name, Address including Post Code and Telephone Number</b>	<b>Date(s) employed</b>	<b>Position(s) held and salary</b>	<b>Reason for leaving</b>
<b>Outline of Duties and Responsibilities</b>			
<b>Employer Name, Address including Post Code and Telephone Number</b>	<b>Date(s) employed</b>	<b>Position(s) held and salary</b>	<b>Reason for leaving</b>
<b>Outline of Duties and Responsibilities</b>			
<b>Gaps in Employment</b>	<b>Please give details of all periods when not in employment, giving dates and reasons</b>		
<b>Dates from:</b>	<b>To:</b>	<b>Reason:</b>	
<b>Dates from:</b>	<b>To:</b>	<b>Reason:</b>	
<b>Dates from:</b>	<b>To:</b>	<b>Reason:</b>	

**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:**

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**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:**

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**Voluntary Work Experience**

*Give details of any voluntary or unpaid experience including care of others*

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**Language Skills**

*List all languages spoken fluently and those in which you have a good working knowledge*

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**Please tell us why you are applying for this post and why you want to work for Creative Support**

**If in current employment, please explain why you are looking for a new post:**

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**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

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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)

**Additional Supporting Information**

**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?**

The job description and person specification outline the values, skills, abilities, knowledge and personal qualities required for this post and the organisation. Continue on a separate sheet if necessary. If you wish to attach a CV or other information please do so.

<b>References</b>	Please supply the names and addresses of two professional referees who have agreed to provide a reference. <b><u>It is essential that one of your referees must be your current or most recent employer*</u></b> and that your referee is/was your line manager and <b><u>not a colleague, relative or friend.</u></b> Both references cannot be from the same company. References will be verified to ensure authenticity. <b>Failure to provide the above can result in your application being withdrawn.</b> *If previously self-employed, please provide two professional referees and detailed information regarding your self-employment	
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<b>Current/Most recent employer details</b>	Company	
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<b>(Business Addresses Only)</b>	Referee Name		
	Position		
	Address		
		Post Code:	
	Tel		
	Fax		
	Email		

<b>I consent that my referee may provide full relevant employment details to Creative Support:</b>	<b>SIGNED:</b>
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<b>Previous employer (if not applicable an academic referee)</b>	Company	
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<b>(Business Addresses Only)</b>	Referee Name		
	Position		
	Address		
		Post Code:	
	Tel		
	Fax		
	Email		

<b>I consent that my referee may provide full relevant employment details to Creative Support:</b>	<b>SIGNED:</b>
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Unless indicated otherwise all referees will be contacted following your notification of success at Individual Interview  
References covering 5 years minimum are required, if you are able to provide details of a third referee please detail the contact information in the Additional Information section of your application.

Have you ever been convicted of any <b>criminal offence</b> ? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>Please note that all positions are subject to an enhanced DBS check. You will be asked to declare all criminal convictions in further details if an offer of employment is made.</b>

**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:** \_\_\_\_\_