**SWANSEA CARERS CENTRE**

**CONFIDENTIAL - JOB APPLICATION FORM**

Please useonly your forename initials when completing this covering page. This page is for identification purposes only. It will be removed for short listing purposes and only referred to when contacting candidates following the short-listing procedures.

|  |  |
| --- | --- |
| **Post Applied For:** | |
|  | **Closing Date:** |

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **Surname:** | **Address:** |
| **Forename(s):** |  |
|  |  |
|  | **Post Code:** |
| **Work Phone:** | **Home Phone:** |
| **Mobile:** | **Email:** |
| **National Insurance No:** | **Current Driving Licence**?  **Yes / No** |
| **Welsh speaker** **Yes/No** | **Car Owner**  **Yes / No** |

I certify that I have answered all the questions contained within this application form honestly and fully. I realise that false information on my part will render me liable to dismissal.

**SIGNED:** ……………………………. (Applicant) **DATE: \_\_\_\_\_\_\_\_\_**

# Page Intentionally Left

# Blank

# 

# CURRENT EMPLOYMENT

|  |
| --- |
| **Current Job Title:** |
| **Employer:** |
| **Date of Appointment**: **Salary / Grade:** |
| **Briefly describe your present duties:** |

**List your previous employers, commencing with your last employer (not current).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date From** | **Date**  **To** | **Employers Name and Address** | **Job Title** | **Salary / Grade** | **Reasons For Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Please give reasons for any gaps in employment** |

**List your Secondary Schools / Colleges / Universities**

|  |  |  |
| --- | --- | --- |
| **Date**  **From** | **Date**  **To** | **Secondary School / Colleges / Universities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Qualifications: Secondary Education**

(GCE O Levels, A / AS Levels, GNVQ, NVQ, GCSE, CSE’s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Subjects Passed**  **Subject Level** | | **Grade** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Qualifications: Further Education**

(BTEC, ONC, HNC, CGLI, RSA, Degree, Diploma, Social Work Qualifications etc)

|  |  |  |
| --- | --- | --- |
| **Subject / Discipline / Course** | **Qualification** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Are you currently studying for any qualifications?** **Yes / No**

**If yes, please give details …………………………………………………..**

|  |
| --- |
| Please give particulars of membership of any professional body together with brief details of any papers presented / published, details of Training Courses / Seminars attended, or any other experience or skills you consider relevant e.g. Voluntary Work, etc: |

**Further information in support of your application:**

|  |
| --- |
| **Please explain how you would relate your education, training achievements and experience to the post for which you are applying. Your response should relate to the job description and person specification for this post (Max 1,000 Words).**  **Please add continuation sheets if necessary** |

**Referees**

|  |  |
| --- | --- |
| **Please give names and addresses of two people who will act as referee, one of whom must be your current or last employer. If you have not worked previously please give the name of a responsible person who knows you well (this person should not be a relative).** | |
| **Name:** | **Name:** |
| **Relationship:** | **Relationship:** |
| **Address:** | **Address:** |
|  |  |
|  |  |
| **Postcode:** | **Postcode:** |
| **Telephone including STD Codes:** | **Telephone including STD Codes:** |
| **Tel. Home No.:** | **Tel. Home No.:** |
| **Tel. Work No.:** | **Tel. Work No.:** |
| **Email:** | **Email:** |

**Please Note:**

### References will only be taken up following successful interview.

For posts having substantial access to children and/or vulnerable adults we reserve the right to approach any previous employer.

I declare that the information set out in this application form is true to the best of my knowledge.

**Applicant’s Signature** …………………. **Date of Completion** …………..

**Please tell us where you saw the advert for this post: ...........................................**

**When complete please return to:**

**Swansea Carers Centre, 104 Mansel St. Swansea SA15UE.**

If you have not been contacted within 4 weeks after the closing date, then you can assume that you have been unsuccessful.