



## Application for Employment

Please do not submit a CV with this application form. The form is as comprehensive as practical but if in any section you feel you do not have adequate space to respond please attach additional sheets.

Application for the post of: **Senior Care Assistant**

### (1) PERSONAL INFORMATION

Forename (s) in full:.....

Surname:.....

Home Address:.....

.....

.....

..... Postcode:.....

Home Telephone Number with Code:.....

Work Telephone Number with Code:.....

Mobile Telephone Number with Code:.....

Email Address:.....

Have you any restrictions on your right to work in the UK? Yes ☐ No ☐

If YES please give details:.....

.....

.....

.....

I do/do not possess a full driving licence\* *\*delete as appropriate*

National Insurance No:.....

Please include academic, vocational and professional qualifications and awards – most recent first.

### (3) TRAINING

Please give details of training received or courses attended which you consider relevant to your application.

Job Title:.....

Employers name and address:.....	Date commenced:.....
.....	Present salary:.....
.....	Length of notice required:.....
.....	Reason for wishing to leave:.....
.....	.....

Please describe the duties and responsibilities of your present/most recent job. Indicate to whom you are/were responsible and those responsible to you.

.....

.....

.....

.....

Most recent first.

Continue on a separate sheet if necessary

Please demonstrate your ability to meet the requirements of the job by giving clear, concise examples of each criteria on the person specification (attached). You may use relevant examples from paid or voluntary work or other voluntary work or activities outside employment.

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Would the provision of any aids or modifications assist you carrying out the duties of the post?

Yes ☐ No ☐

If yes please give details:

.....

.....

**(9) CONVICTIONS**

Because of the nature of the work WEFHS Ltd is covered by the Exemptions Order to the Rehabilitations of Offenders Act 1974 therefore spent convictions must be declared. (See guidance sheet for completing the Application form.)

Have you ever been formally cautioned or convicted of a criminal offence? Yes ☐ No ☐

If yes please give details:

.....

.....

**(10) CLOSE RELATIVES**

Are you, to your knowledge, related to any existing Employee or Board Member of WEFHS Ltd or its Subsidiaries? Yes ☐ No ☐

If yes please give details:

.....

.....

**(11) OTHER INFORMATION**

Where did you see this post advertised?

.....

**(12) DECLARATION**

I declare that all the information I have given on this application form is true to the best of my knowledge and brief. I understand that my application may be subject to a satisfactory medical report, in compliance with the Asylum & Immigration Act and Criminal Records Disclosure.

Signature:..... Date:.....

NB As a registered charity we have the responsibility to our donors to minimise our administration process, thus reducing costs. Should you not hear from us within three weeks of the closing date, we regret your application has been unsuccessful.

Closing date for applications:

**PLEASE RETURN THIS FORM TO: AVENUE HOUSE,  
5 COTHAM PARK NORTH, COTHAM, BRISTOL, BS6 6BH.**

## **GUIDANCE NOTES FOR COMPLETING THIS APPLICATION FORM**

1. If you need access to this form in a different format eg large print, please contact us on 0117 989 2020 or email on: [admin@friendshousingbristol.org.uk](mailto:admin@friendshousingbristol.org.uk)
2. Use the Job Description and Person Specification to help you structure your application. These documents outline the responsibilities of the post and the level of skills, knowledge, abilities and experience required, where possible give examples to show how you match a particular skill. All sections of the form must be fully completed.
3. It is important to include details of both work and voluntary/non work periods with relevant information, from the time you left school to the present.
4. Please give the full names and addresses of two referees who have given permission for their names to be used. You must give your current or most recent employer. Referees must be people who know/have known you in a paid or unpaid work or educational environment. Personal relations, friends, colleagues are not acceptable.
5. We will be happy to offer you feedback in the event of you being unsuccessful at any stage of the selection process.
6. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions can be found at the Disclosure and Barring Service website.
7. Please use black ink or typeface and do not submit a CV with your application. You may send additional information but not in the format of a CV.