



## Working in Support of Carers

**Please read all instructions and job details carefully prior to completing this form.**

Please return this form by [Refer to Advert for Deadline] to:

**Pat Garrett  
Care for the Carers Ltd  
1<sup>st</sup> Floor – Greencoat House  
32 St. Leonards Road  
EASTBOURNE, BN21 3UT**

**PLEASE MARK YOUR ENVELOPE CONFIDENTIAL**

### APPLICATION FOR EMPLOYMENT- Confidential

Where did you learn of this vacancy?

#### Post Applied For:

Job Title: **[Please Complete]**

Location: **Eastbourne**

Interviews will be held on:

**[Refer to Advert or to be advised]**

#### Personal Details:

Surname \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Mr / Mrs / Miss / Other \_\_\_\_\_

First Name(s) \_\_\_\_\_

Telephone No.  
(Daytime) \_\_\_\_\_

(Home) \_\_\_\_\_

(Email address) \_\_\_\_\_

**Previous Work – Paid or Unpaid:**

<b>Name &amp; Address &amp; and postcodes (including county &amp; nature of business)</b>	<b>From/To (exact dates)</b>	<b>Position</b>	<b>Reason for Leaving</b>

**Education:** (from secondary onwards, please state whether full (F) or part (P) time)

<b>Name of School, College etc.</b>	<b>From/To</b>	<b>F/P</b>	<b>Subjects studied (with grades and year taken)</b>

**Your Skills, Knowledge, Abilities & Experience:**

Please use this section to tell us how you feel you meet the requirements of the person specification by responding to each point individually. This should include voluntary work and any other activities, which you consider relevant to this position.

The job description details the key areas of responsibility.

The person specification details key areas of knowledge, experience and skills, some of which are essential. Shortlisting for interview will be carried out on the basis of this section, so please make sure you address every point on the person specification



**Access to transport:**

Do you have a clean driving licence and access to transport?	YES/NO
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**Rehabilitation of Offenders Act 1974:**

Have you any convictions that are not spent under the Rehabilitation Act?	YES/NO
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(Please see information sheet) if YES please give details: -

**THIS INFORMATION WILL NOT BE USED TO INFLUENCE THE SHORTLISTING PROCESS**

What notice is required by your present employer? _____
Or, If not presently employed - When would you be available to start with Care for the Carers? _____

**Declaration:**

<p><b>I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE</b></p> <p>I understand that if I am successful in obtaining this post and any information I have given is later discovered to be incorrect, the appointment can be terminated.</p> <p>Signed: _____</p> <p>Date: _____</p> <p>If you do not sign, your application will not be considered in the shortlisting process. <i>[Signature not required if emailed]</i></p>
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