



# The CarAf Centre

## APPLICATION FORM

Post applied for : \_\_\_\_\_

Closing Date: \_\_\_\_\_

Where heard: \_\_\_\_\_

**Please complete in Black Ink**

Return to: Personnel Dept.

The CarAf Centre

27-30 Cheriton,

Queens Crescent

London NW5 4EZ

### PART 1

Title: Miss  Ms  Mrs  Mr  (Please tick)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Day Tel No:

\_\_\_\_\_

Mob. No:

\_\_\_\_\_

Email:

\_\_\_\_\_

\_\_\_\_\_

### PART 2: PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer: \_\_\_\_\_

\_\_\_\_\_

Job Title: \_\_\_\_\_ Basic salary per annum: £ \_\_\_\_\_

Date started: \_\_\_\_\_ Until: \_\_\_\_\_

Brief description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PART 3: PREVIOUS EMPLOYMENT

From	To	Employer's name and address.	Job title
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please continue on a separate sheet if necessary.

**PART 4: REFERENCES**

Please give names and addresses of two referees who can verify your suitability for this post. One should be your present/most recent employer.

Name:  
Job Title:  
Address:  
  
Tel:

Name:  
Job title:  
Address:  
  
Tel:

Referees will be contacted if you are short listed

**PART 5: EDUCATION AND QUALIFICATIONS**

**Secondary/further education**

From	To	Subjects studied and results	Educational establishment attended
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**Other training courses attended.**

From	To	Course title	Educational establishment attended
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**Other Academic/professional qualifications or membership of professional bodies:**

**PART 6: RELEVANT EXPERIENCE/SKILLS AND ABILITIES**

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the job description and person specification. Please include details of any relevant unpaid or voluntary work. *Please continue on a separate sheet if necessary.*

**PART 7: DICLOSURE OF CRIMINAL CONVICTIONS**

The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 does not apply to posts where there is access to children. As this post involves working with children and young people, applicants must disclose all their previous criminal convictions, including 'spent' convictions, bind over orders and cautions.

**Have you ever been convicted of a criminal offence?**

**YES**

**NO** (please tick)

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART 8: EMPLOYMENT RESTRICTION**

Do you have any restrictions on taking up employment in the UK?

**Yes**

**No**

Do you require a Visa / Work Permit?

**Yes**

**No**

**PART 9: SPECIAL NEEDS/DISABILITY**

Do you have any disabilities or special needs?

**Yes**

**No**

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you registered disabled?

**Yes**

**No**

**PART 10: DECLARATION**

I declare that the information I have given on this application is correct to the best of my knowledge. I understand that in event of employment, I could be dismissed if I have deliberately given false information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please return to:**

Personnel Dept. The CarAf Centre, 27-30 Cheriton, Queens Crescent, London NW5 4EZ

## PART 11: Monitoring Form

**In order to help us to monitor our Equal Opportunities Policy and efficient recruitment procedures, applicants for employment are asked to complete the details below. The information will be treated as confidential. The form will be separated from the application form before consideration of candidates takes place. The short listing and interview panel will not see the information on this form.**

**Gender:** Male  Female

Name of post you are applying for \_\_\_\_\_

Where did you see the post advertised \_\_\_\_\_

How would you describe your ethnic origin? Please use your own words, country of origin or tick one of the descriptions boxes below: \_\_\_\_\_

### ***Black or Black British***

- Caribbean
- African
- Other Black Background

### ***Mixed***

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed Background

- Asylum Seeker
- Refugee
- Asian
- Bangladeshi
- Indian
- Pakistani
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- Chinese

### ***White***

- White British
- White Irish
- Other White Background

Other Please State: \_\_\_\_\_

Are you registered disabled? Yes  No

Do you consider yourself to be disabled even though the disability is not registered? Yes  No