

APPLICATION FORM

Thank you for your interest in working for Surrey Care Trust. Please complete this application form and return either by post to Recruitment, Surrey Care Trust, Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL or by email to Recruitment@surreycaretrust.org.uk

Surrey Care Trust is committed to equal opportunities and opposes all forms of unlawful and unfair discrimination.

Please complete this form in **BLOCK CAPITALS**

ACCESSIBILITY AND REASONABLE ADJUSTMENTS

We are committed to making our recruitment process accessible to all applicants. If you have a disability, health condition, or any support needs, please let us know if you require reasonable adjustments at any stage of the recruitment process.

You can contact us at recruitment@surreycaretrust.org.uk. Any information you provide will be treated confidentially and used only to support your application.

VACANCY APPLYING FOR:

PERSONAL DETAILS

First Name:			
Surname:			
Address:			
Post Code:			
Home No:		Mobile No:	
Email:			

Do you have a current driving licence?	☐ YES	☐ NO
Do you own/have use of a car?	☐ YES	☐ NO

If selected, when could you start?
(Give period of notice if applicable)

EDUCATION & QUALIFICATIONS

Secondary Education

Qualifications gained (e.g. CSE, GCE,

Date

Name of School/College	GCSE)	

Further Education Name of College/University	Qualification (e.g. BTEC, HND, RSA)	Grade/Class	Date

PROFESSIONAL QUALIFICATIONS

Name of Professional Body	Membership Grade	Date

EMPLOYMENT HISTORY

Please give details of all employment, both full and part-time, paid or unpaid
List the information in order, most recent position first.

Name & address of present or most recent employer	Position Held	Dates	Basic Salary + Other Allowances

PREVIOUS EMPLOYMENT CONTINUED

Name & Address of Employer	Position Held	Dates

EXPERIENCE

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary.

It is vital that you complete this section. We need as much information about you as possible in order to decide whether to invite you to an interview.

- 1 - Please explain your current role and responsibilities.
- 2 - Please consider the Person Specification in your response and explain why you are interested in this position?
- 3 - Have you every volunteered, if so, please give details?

CRIMINAL CONVICTIONS

Do you have any criminal convictions or any pending?

☐ YES

☐ NO

If yes please give details:

NB: Some positions require you to have a Criminal Records check with the Disclosure Barring Service (DBS). A prior criminal conviction will not necessarily prevent you from working with Surrey Care Trust. However, FAILURE to disclose this information may result in termination of any job offer made. You may wish to disclose this at the time of interview. All information held will be confidential and stored in line with the Data Protection Act.

HEALTH DECLARATIONS

How would you describe your current health status?

☐ Poor

☐ Good

☐ Excellent

Do you have any health conditions or disabilities of which we should be made aware of?

☐ YES

☐ NO

If yes please give details (this will not affect your application but will help us to plan ahead):

Where did you hear about this vacancy with the Surrey Care Trust? (please tick)

☐ Friend

☐ Volunteer Bureau

☐ Poster/Flyer

☐ Newsletter

☐ Social Media

☐ SCT Website

☐ Newspaper Advert

☐ Shop window advertisement (please give details)

☐ Event (please give details)

☐ Other (please give details)

EMERGENCY CONTACT DETAILS:

NAME:

RELATIONSHIP TO YOU:

HOME Tel Number:

MOBILE Number:

REFERENCE INFORMATION

Please give the names and addresses of two referees – one must be from your present or most recent employer. If this is not possible, please explain, in writing, why and attach it to your completed application form. The referee's details can be your line manager, HR or Head of the Organisation and using the company's email/address only.

Only in very exceptional circumstances will the references from your present/previous employer not be taken up, although you may stipulate that we do not contact referees without seeking your prior agreement.

NAME:**NAME:****ADDRESS:****ADDRESS:****POST CODE:****POST CODE:****EMAIL:****EMAIL:****OCCUPATION:****OCCUPATION:****EMPLOYER:****EMPLOYER:****RELATIONSHIP TO YOU:****RELATIONSHIP TO YOU:****LENGTH OF TIME KNOWN:****LENGTH OF TIME KNOWN:**

Can we contact these referees without further reference to you?

DECLARATION

I confirm that the information given on this application form is correct and complete and understand that any information later discovered to be incorrect or false may result in the termination of any job offer made

SIGNED:**PRINT NAME:****DATE:**