# Care Opinion Job Application Form

THIS SHEET WILL NOT BE SEEN BY THE PANEL PRIOR TO SHORTLISTING

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| **THE POST** | | |
| Post Title: | | |
| PERSONAL DETAILS | | |
| Surname / Family Name: | | First name:  Optional – pronouns: |
| Address and postcode: | | Home phone number:  Mobile:  Work phone number:  email:  How do you prefer to be contacted? |
| **CRIMINAL CONVICTIONS** | | |
| Do you have any criminal convictions (other than spent convictions), cautions, warnings, reprimands, binding over or other orders, pending prosecutions or other criminal investigations? | | |
| YES  NO  You may be asked to give details if short listed for the post | | |
| **DECLARATION** | | |
| The information contained in this form is, to the best of my knowledge, accurate and complete.  Signed Date: Click or tap to enter a date. | | |
| **Positive About Disabled People** | | |
| **As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.**  ***‘Physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’***  **Please indication if you have a physical or mental impairment that is covered by the definition above by ticking the relevant box below.** | | |
| Yes | No | |

1 Data Protection: We will process your data for the purpose of recruitment with Care Opinion only and will not share it with anyone who is not part of the process. We will store the data securely for unsuccessful candidates for 3 months following the end of the interview process. We will transfer the data of the successful candidate/s to their personnel file.

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| **Employment History or relevant volunteering experience, (most recent first)**  **Brief description means key task and/or responsibilities you have/had in the role** |
| Job Title:  Employer  Dates  Brief Description |
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| **Education** | |
| **Please use this space to give details of any relevant formal qualifications you have, or training undertaken giving the most recent first** | |
| Subject/topic | Grade/qualification if known |

**For this section, please refer to the person specification in the job description it tells you what we are looking for from an applicant. Shortlisting is scored based on the examples and details you give.**

**Continue onto another sheet if necessary.**

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| **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| Drawing upon your experience, knowledge, skill and abilities, please explain how you fulfil the requirements set out in the person specification. Experience may have been gained through paid and voluntary work or in the home.  **Experience**  **Skills and ability**  **Knowledge & understanding**  **Personal Attributes**  **Qualifications** |

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| **REFERENCES** | |
| **Please give the names and addresses of two people to whom we may write for references.**  **One referee must be your current or most recent employer, if you have been employed.**  **These referees will only be contacted if you are offered the post.** | |
| **Current / most recent employer**  Name:  Address:  Tel:  email: | **Second referee**  Name:  Address:  Tel:  email: |

Please return the completed form in Word format by email FAO: Tracy Molloy:

**info@careopinion.org.uk**

Graphical user interface, application

Description automatically generated

If you have any questions about completing the application form,

please email [tracy.molloy@careopinion.org.uk](mailto:tracy.molloy@careopinion.org.uk) and we will get back to you.