

Area of interest:

Please return completed form to:

Human Resources, St Cuthberts Care, St Cuthberts House, West Road, Newcastle upon Tyne, NE15 7PY

Section 1 - Personal Details

Name: _____ Date of birth: / /

Address: _____
Post Code: _____

Home telephone number: _____ Mobile number: _____

National Insurance number: _____ Email address: _____

Would you require a work permit or any other endorsements to work in the United Kingdom? Yes / No

References

Please give the names and addresses of two people who can comment on your suitability for this post. One of these must be from your school or college and the other one should be a professional person, if possible at a business address. If you have already left school, please provide the name and address of an employer / professional person.

Name: _____
Address: _____

Post Code: _____
Telephone number: _____
In what capacity known?

May we contact this referee
prior to an offer of employment? Yes / No

Name: _____
Address: _____

Post Code: _____
Telephone number: _____
In what capacity known?

May we contact this referee
prior to an offer of employment? Yes / No

Section 2 - Employment History

Please list any Work Experience / Part time work / Voluntary work

Employer's name and address:	From Month / Year	To Month / Year	Job title / main duties:

Section 3 - Education / Qualifications

Name and address of school / college:	From Month / Year	To Month / Year	Qualifications obtained:

Section 4 - Health & Other Relevant Information

How many days absence through illness or injury have you had in the last three years?

(Please provide reasons)

Most jobs will require some degree of physical and mental activity that can affect certain health conditions. Is there anything concerning your medical history or state of health that is relevant to your application, or do you require any reasonable adjustments for the job for which you are applying?

If there are any health concerns in respect of your application or subsequent employment, a medical examination or information may be required. Successful candidates will be required to complete a pre-employment questionnaire.

Please declare any issues that have been raised in respect of your work experience / part time work / voluntary work:

Please attach an accompanying letter explaining why you have chosen to apply for this Apprenticeship and what qualities you believe you can bring to the job

In the event of a successful application a disclosure may be requested from the Criminal Records Bureau. Having a criminal record will not necessarily exclude you from consideration; this will depend on the nature of the position you have applied for and the circumstances and background of your offences.

Declaration—I declare the information contained in this application to be correct. I understand that supplying false or misleading information may lead to automatic disqualification from appointment or dismissal. I also consent to the information provided being stored on a manual and/or computerised filing system in line with Data Protection Regulations and also consent to information being provided to external bodies in line with requirements.

Signed:

Date:

ACTION FOR EQUALITY— St Cuthberts Care aims to ensure that no job applicant or employee receives less favourable treatment than another on the grounds of sex, race, colour, ethnic origin, sexual orientation, marital status, disability, age or any other factors unrelated to the requirements of the job and which are not restricted by legislation.



**INVESTORS
IN PEOPLE**

Equal Opportunities Monitoring Form

The Charity is committed to a policy of equity of opportunity and aims to provide a working and learning environment which is free from unfair discrimination and will enable staff and volunteers to develop to their personal potential. In order to monitor the effectiveness of our policies and procedures all applicants are requested to complete this form. The information you provided will be treated as confidential and will not be taken into consideration for short listing or interviewed purposes.

Name of Candidate:
Post Applied For:
Date of Birth:

Please tick as appropriate

Gender: Male Female

Marital Status: Married Single Other

Do you have a disability? Yes No

The Disability Discrimination Act defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities”.

If yes, please provide details on a separate sheet.

Age: 16 - 21 22 - 30 31 - 40 41 – 50
 51 – 60 61 -65 65+

How would you describe your cultural/ethnic origin?

- | | |
|---|--|
| <input type="checkbox"/> White
<input type="checkbox"/> Irish
<input type="checkbox"/> Mixed
<input type="checkbox"/> White + Black African
<input type="checkbox"/> Any other mixed background
<input type="checkbox"/> Asian British
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Any other Asian Background
<input type="checkbox"/> Black British
<input type="checkbox"/> Any other Black background | <input type="checkbox"/> British
<input type="checkbox"/> Any other white background
<input type="checkbox"/> White + Black Caribbean
<input type="checkbox"/> White + Asian
<input type="checkbox"/> Asian
<input type="checkbox"/> Indian
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Black
<input type="checkbox"/> Caribbean
<input type="checkbox"/> Chinese |
|---|--|

Advertising Source

- | | |
|--|---|
| <input type="checkbox"/> Internal Notice
<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Local Press
<input type="checkbox"/> Website | <input type="checkbox"/> Employment Agency
<input type="checkbox"/> Job centre
<input type="checkbox"/> Other |
|--|---|