Please ensure that you complete the application form in full as we cannot accept CVs. Please complete with black ink and block capitals. This form will be kept in confidence. Once you have completed this form please send it back to [hrteam@careavenues.co.uk](mailto:hrteam@careavenues.co.uk).

Please note that no application will be unfairly discriminated against. This includes discrimination on account of age, cultural/religious/political beliefs, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship. If you have any special requirements to support, you to complete this form (e.g. the need for large print or different coloured paper) please contact the Human Resource department on 0121 455 8008 option 2.

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| --- | --- | --- | --- | --- |
| **Position** | | | | |
| Position applied for: | | |  | |
| Preferred employment type (e.g. part time, full time) | | |  | |
| **Personal Details** | | | | |
| Surname: | | | First name(s): | |
| Current address:      Post code: | | Have you lived at this address for at least 5 years?  Yes  No  If no, please complete the **address history** section in your DBS form. Please be aware we need dates from and to, in order to process your application. | | |
| When did you move into this address? Month       Year | | | | |
| Telephone number (home): | | | | Telephone number (mobile): |
| Email address: | | | | |
| Mode of transport: | own car\*  public transport  on foot/ bicycle | | | |
| If it’s your own car, how long has you licence been held?  Have you got any motoring convictions against your licence in the past 3 years?  Yes  No  If yes, what was it for? | | | | |
| Are you a  United Kingdom (UK),  European Community (EC),  European Economic Area (EEA) National?  If it’s none of the above, please current immigration status and the relevant visa currently held including Visa number: | | | National Insurance Number: | |
| Are you related to a member of staff or Service User at Care Avenues Ltd?  Yes  No | |
| **Equality Act 2010** | | | | |
| Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a “substantial” and “long term adverse effect” on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010).  For the purpose of this application and the interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process?  Yes  No  Prefer not to discuss | | | | |

Please record below the details your education and any training courses, with your current or most recent first. Please be aware all qualifications will be subject to a satisfactory check and/or evidence of attending courses.

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| **Education** | | |
| **School/ College/ University** | **Examinations passed/ qualifications gained** | **Year obtained** |
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| **Training courses attended or completing** | | |
| **Subject** | **Locations/ details** | **Date** |
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Please record below the details of your full employment history beginning with your current or most recent first. Use a separate sheet if required; ensure you print your name. If you have never worked, please check this box .

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| --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | |
| Name and address of your most recent/last employer: |  | | | | |
| Start date: |  | End date: | |  | |
| Nature of business: |  | | | | |
| Position held: |  | | | | |
| Reason for leaving: |  | | | | |
| Salary/ rate: |  | | | | |
| Name and address of employer prior to the above: |  | | | | |
| Start date: |  | | End date: | |  |
| Nature of business: |  | | | | |
| Position held: |  | | | | |
| Reason for leaving: |  | | | | |
| Salary/ rate: |  | | | | |

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| --- | --- | --- | --- |
| Name and address of employer prior to the above: |  | | |
| Start date: |  | End date: |  |
| Nature of business: |  | | |
| Position held: |  | | |
| Reason for leaving: |  | | |
| Salary/ rate: |  | | |
| Name and address of employer prior to the above: |  | | |
| Start date: |  | End date: |  |
| Nature of business: |  | | |
| Position held: |  | | |
| Reason for leaving: |  | | |
| Salary/ rate: |  | | |
| Please details here any gaps in your employment and state why: | | | |

You must provide references from your two must recent employers. Please provide a character reference if you are unable to obtain two professional references, e.g. *in case you have been raising children for ten years, this is your first job.* All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

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| **Current or most recent employer** | **Previous employer to the one above** |
| Full name: | Full name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone (business line): | Telephone (business line): |
| Email address: | Email address: |
| Job title: | Job title: |
| **Character reference** |
| Full name: |
| Address: |
| Postcode: |
| Telephone (business line): |
| Email address: |
| Job title: |

Please add your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities.

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| **Supporting Statement** |
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**Safeguarding**

**Ex-Offenders Declaration**

Please note this section will only be seen by those involved in the recruitment process and will treated with the strictest of confidence.

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| **Rehabilitation of Offenders Act 1974** |
| Care Avenues Limited aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belied, sexual orientation, pregnancy or maternity and marriage or civil partnership. Care Avenues Limited undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared. Answering ‘yes’ to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances. |
| Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a court or court-martial in the United Kingdom or any other country?  Yes  No |
| Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?  Yes  No |
| Privacy Statement |
| Care Avenues Limited will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to Care Avenues Limited holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you). When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles. We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the company and only for the recruiting for this vacant post. You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Human Resource department on 0121 455 8008 and choose option 2. |
| I confirm that the information I have provided in support of this application is complete and true and understand that knowingly making a false statement is a criminal offence.  Applicant’s signature:  Date: |