

Please fully complete this form using CAPITAL letters and black ink only and return it to:

julie@phoenixhrandrecruitment.co.uk

You are welcome to attach a CV, but these will only be used as additional information

Position applying for

Good Neighbour Scheme Manager

PERSONAL DETAILS

Title

:

Surname

:

Forename

:

Address

:

Post Code

Home

Number

:

Work
Number

Mobile
Number

E-mail

Address

:

Are there any restrictions with your continued employment in the UK?

:

Yes

No

What period of notice are you required to give your current employer?

:

Do you hold a full driving licence?

:

YES/NO

Do you have access to a car?

:

YES/NO

Please give a brief description of your experience of working in a similar role, along with your experience of managing volunteers? (please continue on Page 7 if necessary)

:

Age Connects Cardiff & the Vale supports equal opportunities in employment.



EMPLOYMENT HISTORY

PLEASE MAKE SURE YOU GIVE DETAILS OF ALL GAPS IN EMPLOYMENT

Current position held :

Date started : Date Finished :

Name of Employer :

Employer's address :

Description of Duties :

Current or last salary : Reason for leaving :

For this section, please start with the most recent and work your way backwards. Continue on a separate sheet of paper if necessary.

Previous position held :

Date started : Date Finished :

Name of Employer :

Employer's address :

Description of Duties :

Current or last salary : Reason for leaving :

Previous position held :

Date started : Date Finished :

Name of Employer :

Employer's address :

Description of Duties :

Current or last salary : Reason for leaving :

Please continue on the additional sheet at the back if required

REASON FOR APPLYING

Why do you think you are a suitable candidate for this position and what is your motivation for applying?

EDUCATION

School/College/University	Qualifications Gained	Grades

TRAINING/PROFESSIONAL QUALIFICATIONS

Training Provider	Course Title	Details/Qualifications gained

RELEVANT SKILLS, KNOWLEDGE, ABILITY AND EXPERIENCE

What skills, knowledge, ability and experience makes you the best person for this role? Please match up your skills with the job description and person specification:

FURTHER INFORMATION

Please use the space below to supply any additional information you would like us to consider with your application, this could be your personal achievements, strengths or hobbies. (Continue on a separate sheet if necessary).

REFERENCES & DBS CHECKS

The successful candidate will work with vulnerable people and Age Connects Cardiff & the Vale take our responsibility to protect them very seriously. Your appointment will depend on receiving two satisfactory references (one of which must be your most recent employer) and the satisfactory completion of an enhanced criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

Have you received any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)? Yes No

To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation? Yes No

If you answered 'yes' to either of the two previous questions, please provide details:

Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)? Yes No

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that your having a criminal record will not necessarily mean we cannot employ you. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

IT IS IMPORTANT THAT YOU COMPLETE ALL PREVIOUS EMPLOYMENT HISTORY AND DETAILS OF ANY GAPS IN EMPLOYMENT. PLEASE USE THE ADDITIONAL SHEETS AT THE END IF NECESSARY. THANK YOU

Declaration

If you are shortlisted for interview and have a disability that requires special arrangements please email julie@phoenixhrandrecruitment.co.uk to let us know.

I confirm that to the best of my belief that the information contained in this application is correct. I understand that if I have knowingly given false information, or left out information that is relevant to this application, my application will not be considered. In the event that I am successful and offered a position based on inaccurate or incomplete information I understand that my position will be terminated and damages may be sought.

I hereby consent to the processing of sensitive personal data (as defined in the Data Protection Act 1998) involved in the consideration of this application.

Signature of Applicant :

Date :

Thank you for your application.

Please use this sheet for additional information if required.