** DERBYSHIRE CARERS ASSOCIATION**

**3 Park Road, Ripley, Derbyshire DE5 3EF**

**Tel : 01773 833 833 Email** : [info@derbyshirecarers.co.uk](mailto:info@derbyshirecarers.co.uk)

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| This section to be completed by employing Department prior to forwarding application to candidate | |
| Application for the position of: | FOR OFFICE USE ONLY  Applicant Reference No:  Ack: |
| **Please complete every section in this form in BLACK ink or TYPE.**  **This form is the only acceptable format for an application; no other document, e.g. “CV’s”, will be considered.**  **DCA operates an equal opportunity policy to ensure that all people who apply for posts with DCA receive equal treatment in employment regardless of their age, sex, marital status, disability, sexual orientation, race, creed, colour, ethnic or national origin.** | |

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| 1. **PERSONAL DETAILS** (Please complete this section in block capitals) | | |
| SURNAME | FORENAME (S) | (Mr, Mrs, Ms etc) |
| MAILING ADDRESS | | TELEPHONE CONTACTS  Daytime  Evening |
| E-Mail (if available) |

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| 1. **PRESENT EMPLOYER** | |
| Employers Name | Your Job title |
| Employers Address | Date you started employment |
| Notice required |
| Current Salary |
| Brief description of duties | |

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| 1. **EMPLOMENT RECORD** | | | | |
| Give details of previous employment, details of dates and a brief description of duties, starting with your most recent employment. | | | | |
| Name of Employer | Period of Employment | | Brief description of duties | Reason for leaving |
| From | To |
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| 1. **EDUCATION AND TRAINING** | | | |
| Please give details about any education and training received in this country or abroad and qualifications  obtained with dates (if any) | | | |
| Dates Attended | Name of Establishment | Course(s) | Qualification |
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| 1. **EXPERIENCE** |
| Please give further details of previous experience and any other information which you consider relevant  (use a continuation sheet if necessary). |
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| 1. **BRIEFLY STATE YOUR REASONS FOR APPLYING FOR THIS POST** | | |
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| 1. **REFERENCES** | | |
| Please list two referees. One referee should be your present or most recent previous employer. | | |
| Name |  |  |
| Job role |  |  |
| Address |  |  |
| Telephone No. |  |  |
| Email |  |  |
| If you are chosen for interview are you happy for your referee to be contacted before an offer of employment is made? | Yes / No | Yes / No |

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| 1. **SUPPLEMENTARY QUESTIONS** | |
| Do you own or have access to a car ? | Yes / No |
| Do you hold a current driving licence ? | Yes / No |
| If you hold a current, valid licence, state type held. |  |

*Should your application be successful any employment is conditional on you having permission under UK immigration law to undertake this employment.*

*You must produce original documentary evidence of your right to undertake this employment prior to commencing it. You will be informed by HR of the documents that are required to confirm your right to work.*

*Please note that should you fail to produce these documents or for whatever reason you have your immigration clearance revoked, the organisation reserves the right to terminate any offer of employment.*

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| 1. **STATEMENT** | |
| If you have been convicted of any offence against the Criminal Code, it is your duty to make the nature of this conviction known.  To the best of my knowledge and belief, the information contained in this form is accurate. | |
| Signature | Date |

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| **ADVERTISEMENT** |
| Please state where you learned of this vacancy. |