



INVESTORS IN PEOPLE

STRICTLY CONFIDENTIAL

Job Application Form

Application No.



SANDWELL
Community
Caring Trust Ltd

Post Title	
Ref No.	Closing Date

PLEASE NOTE THE FOLLOWING:

- CV's cannot be accepted • Please complete this form in BLACK INK •
 - Receipt of this application will only be acknowledged on the provision of an accompanying stamped, self-addressed envelope •
 - Canvassing members of The Trust (either directly or indirectly) for any appointment shall disqualify the candidate concerned •
- When completed, please return to:

Sandwell Community Caring Trust Ltd,
9th Floor, West Plaza, 144 High Street, West Bromwich, West Midlands, B70 6JJ

Present or Most Recent Employment

Name of Employer		
Address of Workplace		
		Post Code
Post Held		Date Appointed
Salary/Wages £	Grade/Scale	Other Benefits
Date Left or Period of Notice Req'd		
Reason for Leaving		

Brief Description of Duties

(Please continue on page 4, or attach additional sheets if necessary)

Previous Employment*(Starting with the most recent and work backwards .Include all jobs held with Sandwell Community Caring Trust Ltd)*

From (mm/yyyy)	To (mm/yyyy)	Length of Service	Name of Employer	Post Held	Full Time/ Part Time	Reason for Leaving

Qualifications*(Starting with the most recent)*

Name of School/College/Provider	From (mm/yy)	To (mm/yy)	Full Time/ Part Time	Qualifications Gained (or being sought)	Date Awarded	Grades Obtained

*(NOTE: Successful candidates will be required to provide proof of qualifications)***Membership of Professional Institutions***(Please indicate memberships of any organisations appropriate to position applied for)*

Name of Organisation	Type of Membership	Was entry obtained through examination	Date of Enrolment (year)

Training

(Please list any other relevant training courses you have attended)

Year	Training Provider	Course Details	Course Length

Driving License

Do you hold a current, full driving licence

Y N

References

(Please provide the names, addresses and occupations of two persons for reference. One of these must be your most recent employer. School leavers should give their Head teacher. Family and Friends will not be accepted as referees)

Referee 1	Referee 2
Name	Name
Job Title	Job Title
Address	Address
Telephone No	Telephone No
Email Address	Email Address
In what capacity do they know you	In what capacity do they know you
May we contact this referee without further reference to yourself Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact this referee without further reference to yourself Y <input type="checkbox"/> N <input type="checkbox"/>

Consent and Confirmation of Details

I Consent to Sandwell Community Caring Trust Ltd recording and processing the information detailed in this application form in accordance with the Data Protection Act 1998. I certify that the information supplied within the application is correct and without omission. I understand that if I falsify information on this application, my contract may be terminated.

Signature	Date
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Further Details

In the space provided below, please give any additional information which you may think will help us in considering your application. You may wish to include more details of the duties and responsibilities of you present (or most recent) job, in or outside of work, or other relevant experience. Additional sheets may be attached if necessary.



Equal Opportunities Monitoring Information

Application No.

It is the policy of Sandwell Community Caring Trust that no job applicant receives less favourable treatment on the grounds of race, gender, disability, class, nationality, age, marital status, sexual orientation, trade union membership, political or religious beliefs.

In order to ensure we have specific information to support and monitor the recruitment and selection process we need from you the personal details asked for in this section.

This personal information will not be made available to anyone before or during the short listing to ensure that only your abilities, experience and qualifications are considered.

Post Applied For	Job Reference No
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Personal Information – you must complete this section

Surname	First Name(s)
Email Address	Title
Address	Tel No. Home
	Tel No. Mobile
	Tel No. Work
Postcode	Date of Birth

Gender

Male	Female
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Ethnic Origin

How would you describe your ethnic origin (Please insert appropriate number from the list into the box below)

Asian or Asian British – Bangladeshi	11
Asian or Asian British – Pakistani	13
Black or Black British – African	15
Black or Black British – Any other	17
Mixed – White and Asian	19
Mixed – White and Black Caribbean	21
White – British	23
White – Any Other	25

Asian or Asian British – Indian	12
Asian or Asian British – Any Other	14
Black or Black British – Caribbean	16
Chinese	18
Mixed – White and Black African	20
Mixed – Any Other	22
White – Irish	24
Any Other	98

Relationships

To the best of your knowledge, are you related to any Manager or Senior Officer of Sandwell Community Caring Trust? YES NO

If YES, please give details:

People with Disabilities

In accordance with the Disability Discrimination Act 1995 and good practice, we are committed to providing people with disabilities the opportunity to compete for jobs and to consider what adjustments might need to be made to enable them to carry out their job related activities. SCCT is committed to fair selection practice, and in order to support you please answer the following questions.

Do you consider yourself to have a disability? YES NO

In applying for the post, would SCCT need to make any adjustments in order to enable you to attend for interview? YES NO

If YES please give details:

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Working in the UK

It is a criminal offence for an employer to employ those who do not have permission to live or work in the UK. In general, if you are not a British Citizen or Commonwealth Citizen with the right to abode in the UK, or a citizen of any country in the European Economic Area (EEA) you will require a Certificate of Sponsorship to work in the UK.

Are you a UK or EEA national? YES NO

If NO, do you require a Certificate of Sponsorship to work in the UK? YES NO

Health

How many days have you missed work due to sickness during the last 2 years and how many episodes?

Number of Days Number of Episodes

Rehabilitation of Offenders Act 1974

Past cautions and convictions do not necessarily disqualify you from the post, but in the care sector all previous convictions must be declared even if it is 'Spent'.

Do you have any convictions YES NO

If YES please list below details of any cautions or convictions against you giving date, type of offence, sentence/fine imposed etc

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Police Clearance

If this application is for a job which involves teaching have you ever received any form of warning from The Secretary of State:

YES NO

Signature	Date
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ADDITIONAL INFORMATION REQUIRED

FULL NAME:	TITLE:
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HOW MANY HOURS WOULD IDEALLY LIKE TO WORK:	
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Sandwell Community Caring Trust operates a 24 hours a day, 7 days a week working rota. Please could you tick when you have availability to work and/or add comments in the box below if required.

	MORNING	AFTERNOON	EVENING	NIGHTS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

Please add any additional/specific information: