

STRICTLY PRIVATE AND CONFIDENTIAL



**APPLICATION  
FOR EMPLOYMENT**

PLEASE COMPLETE THIS FORM IN BLACK INK OR  
TYPESCRIPT AND RETURN IT TO:-

Durham County Carers Support  
Enterprise House  
Meadowfield Avenue  
Spennymoor  
Co Durham DL16 6JF  
Tel: 0300 005 1213

PLEASE e-mail the form to [liz.johns@dccarers.org](mailto:liz.johns@dccarers.org)  
including your name in the subject title.

Please read the guidance notes before completing the application form.

<b>POST TITLE:</b>	
Surname:	Forename (s)
Address:	Telephone No. Home:
	Telephone No. Work:
	Mobile No:
	E- mail address:

<b>PRESENT EMPLOYMENT</b>	
Post title:	
Name and Address of Employer:	Grade: Salary / Wage: Date of Appointment: Period of notice required:

<b>PREVIOUS EMPLOYMENT</b> (start with most recent first and please account for any gaps in employment)					
FROM	TO	EMPLOYER	POSITION	SALARY	REASON FOR LEAVING

**EDUCATION**

<b>SECONDARY EDUCATION</b>		
<b>Schools attended</b>	<b>Dates</b>	<b>Qualifications (including subjects and grades)</b>

<b>FURTHER AND HIGHER EDUCATION</b>				
<b>Establishment attended</b>	<b>Dates</b>		<b>Course</b>	<b>Result</b>

<b>MEMBERSHIP OF PROFESSIONAL / TECHNICAL BODIES</b>		
<b>MEMBERSHIP REFERENCE NO.</b>		
<b>Professional / Technical body</b>	<b>Class of Membership</b>	<b>Date obtained</b>

## PERSONAL STATEMENT

Please use this space to give further details of career, experience and private interests relevant to your application. Please continue on a separate sheet if necessary.

## REFEREES

Please give the names and addresses of two persons who are not related to you and from whom references can be obtained. One of these MUST be your current or last employer. Referees may be contacted prior to interview. Please ensure that you provide all the details required below (if applicable) and that your referees are aware they will be contacted if you are offered the position.

Status:	Status:
Name:	Name:
Address:	Address:
Telephone no:	Telephone no:
Fax no:	Fax no:
E-mail address:	E-mail address:

## ADDITIONAL INFORMATION

Durham County Carers Support is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record Durham County Carers Support will consider the relevance of the conviction to the job for which the person is applying and a record will not necessarily be a bar to obtaining a position. Durham County Carers Support has adopted a policy on the recruitment of ex-offenders, a copy of which is enclosed with this application form

Have you been convicted of an offence?

**If 'Yes' please specify giving dates:**

Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, applicants are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. Any information disclosed will be treated in the strictest confidence.

## DISABILITY

Durham County Carers Support is positive about disability and welcomes disabled people to apply for posts within the Organisation.

Do you consider yourself to be a person with a disability, as described by the Equality Act 2010?  
*i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day-to-day activities*

**If Yes, please give details** (please see the guidance notes for further information).

If you have any specific requirements to assist you with an interview, please attach details and reasonable adjustments will be made.

**DRIVING ABILITY**

Do you hold a current driving licence in accordance with the requirements of the post?

Have you had any endorsements within the last 5 years?

Do you have a roadworthy vehicle?

Are you related to any Employee or Trustee of this Durham County Carers Support?

(If you have a partner who is an Employee or Trustee of Durham County Carers Support you should also disclose that relationship)

**If Yes, please give details**

Please note:- Canvassing of Employees and Trustees of Durham County Carers Support directly or indirectly in connection with this application will disqualify you.

Have you previously worked for Durham County Carers Support?

**DECLARATION**

**If you submit this form via email you are declaring that the information stated is true and accurate.**

**I declare that the information given in this application is true, and that I have not canvassed directly or indirectly any Employee or Trustee of Durham County Carers Support, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in dismissal.**

Name

Date

## Equality Monitoring Form

Durham County Carers Support is an Equal Opportunities Employer and the aim of its policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of a protected characteristic, or perception of or by association with a protected characteristic. We need to find out if our policy is working in practice. To do this we need to look at, how we advertise the jobs, how we select people for interview, who is offered the job, and what to do after a successful interview. Monitoring the recruitment and selection procedures is one way of helping to ensure there is no discrimination in the way we recruit people.

**How you can help us.** We need to know the age, marital status, disability, gender, race and ethnic origin of people who apply to work for Durham County Carers Support. We would like you to complete the following questionnaire.

**The information you give us will be treated as strictly confidential and will not form part of the appointment process.**

Post Title	Closing Date:
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<b>1. My sex is: -</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>2. My age is: -</b> 16-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60+ <input type="checkbox"/>
<b>3. Date of Birth :-</b>
<b>4. Are you married or in a registered civil partnership?</b>
<b>5. Do you consider yourself to be a person with a disability as described by the Equality Act 2010</b>
<b>6. On what employment basis are you applying for the post?</b> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Job Share <input type="checkbox"/>
<b>7. Are you already employed by Durham County Carers Support?</b>
<b>8. What is your ethnic group?</b>  Choose one selection from (a) to (e) and then tick the appropriate box.

**(a) White**

- British  
 Irish  
 Any other White background  
Please write in below

**(d) Black or Black British**

- Caribbean  
 African  
 Any other Black background  
Please write in below

**(b) Mixed**

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background  
Please write in below

**(e) Chinese or other ethnic group**

- Chinese  
 Any other  
Please write in below

**(c) Asian or Asian British**

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background  
Please write in below

**9. Where did you learn of this vacancy?**

Please print your full name ...

Date

**This document will not be used as part of the selection process, and will be kept separate from your application form. The information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel.**