

Application Form

For employed roles – please COMPLETE ALL sections

For volunteer roles – please **ONLY COMPLETE THE SECTIONS IN PINK**



Post details

Post applied for:

Where did you see the post advertised?

How did you hear about Global Care?

Personal details

Title		First name		Surname	
Email address					
Daytime Telephone		Evening telephone			
Address					
Town/City		Postcode			

How long have you lived at the above address?

If less than five years, please provide your previous address and dates below:

National Insurance No:	
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Are you eligible to work in the UK? Yes No

Passport number:		Issued at:	
Date of issue:		Expiry date:	

Person to contact in the event of an emergency:

Name		Telephone no.	
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Global Care is a Christian organisation and enclosed is our Christian Ethos statement and Values statement. What is your response to this and how would you feel about working with a group with a strong Christian ethos?

Experience for this post, relevant training and employment

We will ask to see documentary evidence of professional or other qualifications

Why are you applying for this post at Global Care and what do you feel you have to offer the organisation?

Education

Please give details of your educational achievements (Secondary Schools/Colleges/Universities attended, qualifications and grades obtained). *Continue on a separate sheet if necessary*

School/College/University/Training centre	Subject	Results

Training or further education relevant to this post

Please give details of any other relevant training, which you have received:

Employment paid or voluntary

Please tell us about your past & current employers below: *Most recent first. Use a separate sheet if necessary.*

Employers name & address	Employment dates from (mm/yy) to (mm/yy)	Job title and description of duties	Reason for leaving

Please explain the reasons for any gaps in your employment dates:

Please give details of any other relevant experience, whether paid or unpaid

Have you ever had an offer to work with children/young people in a paid or voluntary capacity declined?

Yes No

If yes, please give full details:

Personal attributes

Using the job description/specification, please demonstrate the skills and experience which makes you a suitable candidate for this role:

Driving

Do you hold a current driving licence? Yes No

Have you ever been involved in any accidents or been convicted of driving offences during the past 5 years?

Yes No

If yes, please give details:

Criminal convictions Rehabilitation of Offenders Act 1974

Do you have any unspent criminal convictions? Yes No

If yes, please give full details:

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Are you willing to apply to the Disclosure and Barring Service? Yes No

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the convictions as well as the circumstances and background of your offence(s). Any criminal record, which is disclosed, will be discussed with you.

If you are selected for appointment to a post which will involve significant access to children or young people, or their details, you will be required to obtain and supply an up-to-date Criminal Record disclosure.

References

Please give the names, addresses and telephone numbers and role or relationship with three people (not relatives). The three people should know you well and be able to give you a personal reference.

One of the three people must be your current or most recent employer.

In addition we reserve the right to take up character references from any other individuals or previous employers deemed necessary.

Reference			
Name		Address	
Town/City		Postcode	
Telephone No.		Email address	
Organisation name		Role/position	
Relationship to you			
May we contact them before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Reference 2			
Name		Address	
Town/City		Postcode	
Telephone No.		Email address	
Organisation name		Role/position	
Relationship to you			
May we contact them before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Reference 3			
Name		Address	
Town/City		Postcode	
Telephone No.		Email address	
Organisation name		Role/position	
Relationship to you			
May we contact them before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Declaration

I confirm that the information I have given on this form is correct and complete, and that misleading statements will be sufficient for cancelling any agreements or contracts made. I understand that, in the event of being short-listed or invited for interview, I may be required to complete a confidential declaration of any criminal convictions, cautions and any other information that may have a bearing on my suitability for the post. An Enhanced Disclosure may be required in the event of a successful application.

Signature		Print Name	
Date			

If you are submitting your form electronically, please tick this box to indicate that you personally completed this application form

Global Care undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. By submitting this application form, you consent to us holding this data for 6 months after the application process has been completed. Your data will be destroyed following this period.

Please save this form and then click the below button to submit your application.

Submit Application

Alternatively, email your saved form to jobs@globalcare.org.uk or return this completed application form, in an envelope marked CONFIDENTIAL to:

Recruitment, Global Care, 2 Dugdale Road, Coventry CV6 1PB

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