



**CARE**  
FOR WHAT  
YOU BELIEVE

### **GUIDANCE NOTES FOR APPLICATION FORM**

Please read these notes carefully before completing your application form. The information you provide will determine whether or not you are short-listed for interview. It is therefore important that you complete all sections to the best of your ability. Please note, in order to reduce recruitment costs, we cannot always respond to every applicant. Therefore, if you have not received a response within 6 weeks, please assume that your application has been unsuccessful.

#### **GENERAL POINTS**

Please either type or complete the form in black ink.

You may wish to submit a CV instead of completing sections 2 to 5 inclusive. All other sections must be completed fully to the best of your ability. Any other type of additional information will not be considered.

You may use continuation sheets if necessary. Please write your name and the post you are applying for on any additional sheets.

As part of our ongoing commitment to upholding the principles of the Data Protection Act 1998, if your application is unsuccessful, the information on your application form will be kept for 12 months and then destroyed.

#### **SECTION 1: Personal details**

Please present the information in this section clearly so that we are able to inform you of the outcome of your application.

#### **SECTION 2 & 3: Secondary & further education and professional/other qualifications**

You may attach a CV giving full details of your education and any professional or other qualifications undertaken since age 11 instead of completing these sections.

#### **SECTION 4: Other non-qualifying or short courses attended**

Please give details of any training that you have had either within or outside of work that you feel is relevant to your application.

#### **SECTION 5: Employment history and voluntary work**

Please list your past positions (both paid and unpaid) starting with your current or most recent job and working backwards. Be sure to account for any gaps in your employment record. The details that you give may be supplemented with information on a CV.

We acknowledge that voluntary experience can be equally as valuable as paid work which is why we are interested in hearing about your involvement with voluntary organisations, committees or councils of the professional kind. You may also give information here of any relevant work experience that you have previously undertaken. Please clearly indicate in the final salary/reason for leaving column whether the work was paid or unpaid.

**SECTION 6: Reasons for applying & Suitability for this Post**

Please provide your reasons for applying for this post at CARE and with reference to the Job Profile & Person Specification, describe how your previous experience, knowledge, skills and training may help you to meet the requirements of this post.

**SECTION 7: Christian life experience**

Please describe how you came to faith in Christ and give practical examples of how your faith is lived out.

**SECTION 8: Rehabilitation of Offenders Act 1974**

Please give details of any unspent criminal convictions. Any unspent criminal convictions will not necessarily exclude you from employment with CARE, but will be taken into consideration when assessing your suitability for the post.

If you are applying for a post that involves regular work with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act, all criminal convictions must be declared. Failure to disclose any 'unspent' or 'spent' convictions may result in any offer of employment being withdrawn or your dismissal if already appointed.

If you are invited for interview for a post which is 'exempt' a criminal record check will be done via the Disclosure and Barring Service - this is also known as a disclosure check. An offer of employment will not be confirmed unless this check has been completed. This will enable us to ensure that we are able to protect the health and welfare of the children and vulnerable adults we work with.

Where details of spent and unspent criminal convictions are provided, you are encouraged to include any additional information that may help to improve our understanding in the interests of making a fair decision about the relevance of your disclosure to the post in question. All disclosures will be treated in the strictest confidence.

**SECTION 9: Asylum and immigration Act 1996**

You will be required to provide one of the following original documents confirming that you are able to work in the UK before being given a contract of employment: a current P45 or P60, a current passport, a birth certificate, registration or naturalisation document, a National Insurance card or authorised letter confirming a National Insurance number.

**SECTION 10: Additional Information**

Please provide the required information.

**SECTION 11: References**

Please give the names and addresses of two people unrelated to you who may be approached for references as to your suitability for the post. One referee should be your present or most recent employer. If you are currently self-employed, you may use a client as a referee. If you are still in full time education and applying for your first job, please give details of someone in authority from an educational establishment.

The other referee should be a church or home group leader.

Offers of employment may be subject to completion of a satisfactory medical examination and/or risk assessment, where necessary.

**EQUAL OPPORTUNITIES**

CARE is committed to working towards equality of opportunity and continually monitors the effectiveness of its policy. We therefore ask applicants to supply information about their ethnic origin, gender, age and whether they have a disability on the equal opportunities form. The information is confidential and is not seen by the selection panel.

**FURTHER INFORMATION**

If you have any queries on the recruitment process or the job for which you are applying please contact the human resources department.