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| **APPLICATION FORM** |

Please return to [admin@boltoncares.org.uk](mailto:admin@boltoncares.org.uk)

Or post to Admin Team, Thicketford Centre, Thicketford Road, Bolton BL2 2LW

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| **Vacancy Details** | |
| Job Title: |  |
| Job reference number: |  |
| **Advertising origin** | |
| Where did you hear about this vacancy? |  |

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| **Personal Details** | |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Known as: |  |
| Are you over 18 years old? | **YES  NO** |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| National Insurance Number: |  |

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| **Further Information – Preferred Client Group** | |
| Preferred Client Group: | **Mental Health**   **Learning Disabilities  Other  Older People  Autism  Office** |

**Please note, Bolton Cares offers services to several groups of people. If you have a preference which group you work with or have particular skills and specialisms please let us know.**

**The above preferences it is not always possible to ensure that every candidate gets what they would prefer, however we will do what we can to ensure that all candidates are treated fairly and opportunities are appropriately shared out across our talent pool.**

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| **Further Information – DBS Information** | |
| Have you a current in-date DBS Certificate? | **YES  NO** |

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| **Further Information – DBS Information** | |
| Is it registered for the DBS Update Service? (£13 per year subscription) | **YES  NO** |

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| **Further Information – Car Driver** | |
| Car Driver: | **YES  NO** |
| Car Owner: | **YES  NO** |
| Do you have any endorsements on your license? *(If so please outline why)* |  |

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| **Further Information – Eligibility to live & work in the UK** | |
| **Are you a UK or EU/EEA National?** (If so you will need to provide proof of this at your interview) | **YES  NO** |
| If you are not a UK or EU/EAA national can you provide proof of permission to work in the UK? | **YES  NO** |
| If you cannot provide proof of permission to work in the UK we cannot accept your application as you are unable to work legally in the UK.  If you can provide proof of permission to work please state the nature of your permission to work in the UK, any restrictions on the hours you are permitted to work and the expiry date of the permission. | Describe the type of permission to work in the UK:  Hours permitted to work:  Expiry Date:  **We will require sight of the documentation which confirms that you are permitted to work in the UK at the interview stage. We may need to take a copy of the document and carry out checks to authenticate it.** |

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| **OTHER APPLICANT DETAILS** |

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| Are you currently, or have you previously been employed by this organisation? | Yes  No | |
| If yes, please provide dates from and to and reasons for leaving (if applicable): | Date from: |  |
| Date to: |  |
| Reason for leaving (if applicable): |  |

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| Are you related to a Councillor, Governor or senior officer of this organisation? | Yes  No | |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

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| Dismissed |
| Have you ever been dismissed from any employment for any reasons other than redundancy?YES  NO  If YES please give details, including dates, reasons and employer. |
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| Disciplinary Action |
| Have you ever been subject to disciplinary action in your current or any previous posts? (Including being the subject of any disciplinary process not yet concluded). If yes please give details:YES  NO |
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| REHABILITATION OF OFFENDERS ACT |
| Details of any cautions, convictions, reprimands or final warnings which are not protected (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) will be asked to be disclosed at interview stage. |

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| **RE REFERERENCES** |

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| Please give details of two referees, one of which must be from your current/last line manager. The second referee should also be from a previous employer. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References will be taken up prior to interview with your consent. |

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| **Current or most recent employer** | |
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| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Switch Board Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |

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| **Previous Employer** | |
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| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Switch Board Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |

**Please note, we will not make contact with potential references in order to check information disclosed within this form until formal offer of employment has been made.**

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| **EMPLOYMENT HISTORY** |

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time

you spent in the roles. It is therefore essential that all information is completed.

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| **Employment Experience** | |
| Name of current/most recent employer: |  |
| Job Title: |  |
| Address: |  |
| Postcode: |  |
| Salary and benefits: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy)  (if applicable): |  |
| Period of notice required  (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

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| **Previous Employment Experience** | | | | | | |
| Name of previous employers | Job Title | Address | Date from | Date to | Reason for leaving | Please provide brief details of duties and responsibilities (use space below if needed) |
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| Duties and responsibilities continued | | | | | | |
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| Duties and responsibilities continued | | | | | | |
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| Duties and responsibilities continued | | | | | | |

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

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| **Further Information – Employment Gaps** | | |
| Gaps in Employment: (Please give details of all periods when not in employment, giving dates and reasons: | | |
| Dates from: | Dates to: | Reason: |
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| **Further Information – Voluntary Work Experience** |
| Give details of any voluntary or unpaid experience, including care of others: |
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| **Any additional skills you think we should know about** |
| These should be relevant to the job you are applying for |
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| Do you have any restrictions in your working hours or availability?  Please note our requirements in respect of working hours as detailed within the Job Description. |  |

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| **EDUCATION AND TRAINING** |

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

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| EDUCATION | | | |
| Qualifications | Grade | Where Obtained | When Obtained |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body | Level & method of membership | Membership Number | Date of Membership |
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RECES**99999**

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| **TRAINING / DEVELOPMENT** | | |
| Subject | Provider | Date Attended |
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| **SUPPORTING INFORMATION** |

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| **Personal Statement** |
| Please use this section of the application form to demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of the type of person we are looking for and what the job entails. The person specification describes the necessary skills, experience and qualifications we are looking for. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time.  Please note:   * **It is important that you feel your personal values are a good fit with those of Bolton Cares** so please take time to read and digest all information about the role * In order to be shortlisted **you must be able to clearly demonstrate anything described as essential** to the post. * **You should evidence precisely how you meet each of the criteria**; it is not enough to simply say that you do * Ensure that the information you provide is well organised and relevant. Avoid copying and pasting wholesale from previous applications * Always remember to specify your personal responsibilities and your role in events as opposed to those of your section or department |

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| **Declaration** |
| Data Protection  I have read the privacy notice for candidates applying for jobs at Bolton Cares.  I understand that the personal information I submit as part of the recruitment and selection process, including the information submitted in this form, will be used for the purposes of:   * Assessing my suitability for the role I have applied for. * Carrying out background and reference checks. * Communicating with me about the recruitment and selection process. * Assessing my suitability to work with vulnerable adults, where necessary for the role.   I understand that my personal data will be shared with third party service providers who support Bolton Cares with the recruitment and selection process.  I understand that the information I submit as part of the recruitment and selection process will be retained for a period of 6 months and then securely destroyed.  Declaration  I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of service with such notice as may be appropriate.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |