

# Application Form

Surname

Name(s)

Post Applied For

Location

Please return completed  
form by

Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form.

A curriculum vitae (CV) will not be accepted in place of this application form. If you wish, you may submit a CV in addition to a completed application form.

As it may be necessary to photocopy this form, if you are completing it by hand please use BLOCK CAPITALS and **black** ink.

Please contact a member of Human Resources on 01382 561279 should you require this Application Form in an alternative format or need adjustments made for the interviewing process.

# 1. PERSONAL DETAILS

|  |  |
|--|--|
| ADDRESS FOR CORRESPONDENCE:  |  |
| ADDRESS (if different):  |  |
| DAYTIME TELEPHONE NO:  |  |
| MOBILE NO:   |  |
| EMAIL ADDRESS:   |  |
| NATIONAL INSURANCE NUMBER:   |  |
| WHERE DID YOU LEARN OF THIS VACANCY?   |  |
| Have you ever worked for Carolina House Trust before? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If YES, please give details:                 |  |
| Are there any dates on which you are not able to attend an interview? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If YES, please give details: |  |

# 2. REFERENCES

Please provide details of two referees. If you are currently in employment, at least one must represent your present employer. Students should include Head Teacher, Tutor or Professor as appropriate. These should **NOT** be members of your family. References are normally requested if you are short listed for interview. **Please tick the appropriate box if you do not wish contact to be made with a referee prior to an interview being held.** After interview, if the Trust is considering offering you an appointment, referees will be contacted. The Trust reserves the right to contact any previous employer.

## First Referee

Name: \_\_\_\_\_

Position: \_\_\_\_\_


Date to and from: \_\_\_\_\_

Reference type:  Employment  Personal  Educational

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

 (day) \_\_\_\_\_

Email: \_\_\_\_\_

May Carolina House Trust contact this referee prior to interview?  YES  NO

## Second Referee

Name: \_\_\_\_\_

Position: \_\_\_\_\_


Date to and from: \_\_\_\_\_

Reference type:  Employment  Personal  Educational

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

 (day) \_\_\_\_\_

Email: \_\_\_\_\_

May Carolina House Trust contact this referee prior to interview?  YES  NO

### 3. CONDUCT

The information given will be treated in confidence and only taken into account where, in the reasonable opinion of Carolina House Trust, any offence is relevant to the role you are applying. Failure to declare a conviction/misconduct may require us to terminate your employment without notice or withdraw an offer of employment if the offence later becomes known.

Have you ever been the subject of any professional misconduct procedures, or have you ever been suspended by an employer, or is any such process pending?  YES  NO

If YES, please give details below (including outcome)

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### 4. EMPLOYMENT RESTRICTIONS

Are you involved in any activity which might limit your availability for work or your working hours, e.g. local government?

YES  NO If YES, please give details: \_\_\_\_\_

Are you subject to any restrictions or covenants which might restrict your working activities?

YES  NO If YES, please give details: \_\_\_\_\_

### 5. RELATIONSHIPS

Are you related to anyone involved with Carolina House Trust?  YES  NO

If YES, please state:

Name of Relative: \_\_\_\_\_ Nature of Relationship: \_\_\_\_\_

**Please Note:**

It is Carolina House Trust policy that a family member should not line manage another family member. Canvassing employees of Carolina House Trust, directly or indirectly, in connection with this application will result in you being disqualified from further consideration.

### 6. EDUCATION

Please list your formal educational qualifications and any professional training undertaken relevant to this role. If gained in a country other than the UK please indicate at what level – e.g. A Level equivalent.

| Awarding Body<br>(eg SQA) | Course/Subject/Module Titles | Level/Grade of Course<br>(eg 1, 2, A, B, etc) | Date Certificate Awarded | Please tick (✓) if awaiting results |
|---------------------------|------------------------------|---|--------------------------|-------------------------------------|
|                           |                              |   |                          |                                     |

## 7. FURTHER AND HIGHER EDUCATION

| University / College | Course Title<br>(e.g. HND Computing) | Subjects Studied | Date Awarded | Please tick (✓)<br>If awaiting<br>results |
|----------------------|--------------------------------------|------------------|--------------|---|
|                      |                                      |                  |              |   |

## 8. MEMBERSHIP OF PROFESSIONAL BODIES – Current Membership Only

| Name of Awarding<br>Body / Institution | Class of Membership | Membership / Registration No<br>(if applicable) | Date Awarded |
|--|---------------------|---|--------------|
|  |                     |   |              |

## 9. TRAINING COURSES ATTENDED – Relevant to this application

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

| Course Provider | Description of Course<br>(including main subject covered) | Date Awarded |
|-----------------|---|--------------|
|                 |   |              |

## 10. PERSONAL DEVELOPMENT

Please outline the content of any personal development plan, together with evidence of your continuing professional development, where appropriate.

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## 11. CURRENT EMPLOYMENT (or most recent employment)

| Name and Address of Employer<br>& Job Title<br><small>(Please state name &amp; designation of line manager)</small> | Dates |    | Basic Salary / Wage<br>£ <input type="text"/> per week / year  |
|---|-------|----|--|
|   | From  | To |  |
| Your job title:   |       |    | Additional Supplement / Bonus, etc<br>£ <input type="text"/> per week / year<br><br>Notice Required:<br><input type="text"/> |

Briefly describe your current/most recent employment, highlighting duties, responsibilities, skills or experience gained, relevant to the role for which you are applying using supplementary sheet(s) if required. Please ensure you put your name (surname and initials) on any separate sheets used.

Is this your only employment?     YES     NO

If **NO**, please give details below of other employment and the positions held. Please state whether full-time or part-time and provide any additional details in the **PAST EMPLOYMENT** section.

## 12. PAST EMPLOYMENT

- Start with your most recent employment.
- You must also include any periods of unemployment
- Use supplementary sheets as necessary ensuring that your name (surname and initials only) are added to each sheet
- Please provide as much detail as possible
- Please do not leave any gaps in your employment history
- Include paid or voluntary work and any periods of employment outwith the UK

| Name and Address of Employer<br><small>(include name and designation of line manager)</small> | Position Held | Annual Salary or Hourly Rate | Dates |    | Reason for Leaving |
|---|---------------|------------------------------|-------|----|--------------------|
|   |               |                              | From  | To |                    |
|   |               |                              |       |    |                    |
|   |               |                              |       |    |                    |

| Name and Address of Employer<br>(include name and designation of line manager) | Position Held | Annual Salary or Hourly Rate | Dates |  | Reason for Leaving |
|--|---------------|------------------------------|-------|--|--------------------|
|  |               |                              |       |  |                    |
|  |               |                              |       |  |                    |
|  |               |                              |       |  |                    |

Please explain any breaks in your **EMPLOYMENT HISTORY**

|       |     |         |
|-------|-----|---------|
| From: | To: | Reason: |
| From: | To: | Reason: |
| From: | To: | Reason: |

### **13. REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER 2003**

Due to the high level of child access afforded by all posts within Carolina House Trust, we consider all posts exempt from the provision of the Rehabilitation of Offenders Act. You are therefore required to disclose all convictions, including those normally regarded as 'spent'. All applicants selected for interview will be required to complete and bring with them a Criminal Conviction Declaration Form which will provide full details of the Act and give advice on how to complete the declaration.

### **14. TO BE COMPLETED BY CARE WORKER APPLICANTS ONLY**

What experience have you had in working with children / young people?

| Where | When (Dates) |
|-------|--------------|
|       |              |
|       |              |
|       |              |
|       |              |

## 15. LEISURE ACTIVITIES OR INTERESTS

## 16. DRIVING LICENCE

Do you hold a current driving license?

Full       Provisional       No

Does your license have penalty point endorsements?

YES       NO

If YES, please specify:

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## 17. SKILLS/EXPERIENCE AND ADDITIONAL INFORMATION

This is your chance to tell us why you feel you are a suitable candidate for this post. Remember to address all points in the person specification. You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. It is not sufficient to simply duplicate the person specification. Ensure that the information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid or voluntary work, personal or academic life. Experience gained outside the UK is also relevant so don't forget to include this. We draw up a short list on the basis of this information.

**Please address each point and be concise in your answers. Please continue on a supplementary sheet if necessary, making sure that your name and the title of the post you are applying for are clearly marked on all additional sheets.**

## 18. DECLARATION

I understand that any agreement entered into is subject to a probation period, references which are deemed to be satisfactory by Carolina House Trust, a satisfactory Standard Disclosure check or successfully join PVG Scheme and obtain a scheme record which will be checked as to whether satisfactory and evidence of my right to work in the UK and any academic or vocational qualifications that maybe required for the role I am applying for.

I confirm that the information contained in this form is true and accurate to the best of my knowledge. I understand that if subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

### Data Protection Act

By applying for this position you acknowledge our privacy policy which can be found on our website and give consent for Carolina House Trust to use the data provided by you to process your application, to fulfil our legal and regulatory requirements and to contact you regarding your application. You also accept that your data will be held for a period of up to six months after the application date, after which time your data will be confidentially destroyed.

I consent to Carolina House Trust processing, by means of information and communication technology or otherwise, any information which I provide to them for purposes of recruitment to and employment with the Trust, monitoring the effectiveness of Carolina House Trust's Equal Opportunities Policy, and in the exercise of Carolina House Trust's legitimate interests.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

\* Carolina House Trust meets its obligations in line with equality.



## **19. RETURNING YOUR APPLICATION**

**Before sending your application – have you completed all the sections and put your name on any attached papers?**

Completed application form and monitoring form should be marked as confidential and returned by the closing date to:

Recruitment  
Carolina House Trust  
7 Luna Place  
Gateway West  
Dundee Technology Park  
Dundee  
DD2 1TP

Telephone: 01382 561279

Fax: 01382 568358

Email: [recruitment@carolina.org.uk](mailto:recruitment@carolina.org.uk)