



CANTERBURY OAST TRUST

Supporting adults with learning disability

EMPLOYMENT APPLICATION FORM

Please return to: Human Resources (Strictly Confidential),
Warehorne Road, Highlands Farm, Woodchurch, Ashford, Kent, TN26 3RJ
Telephone: 01233 861493 Ext. 255/227 Email: jek@c-o-t.org.uk

POSITION APPLIED FOR

Job Title:

Please say where you heard about this job:

PERSONAL INFORMATION

Title: Mr Miss Mrs Ms Other

First Names:

Surname:

Permanent Address:

1st (daytime) No:

2nd (daytime) No:

Email address:

Have you worked for Canterbury Oast Trust before? YES / NO

If YES please indicate location and dates:

EDUCATION

Schools (since age 11)	Dates (month & year)		Subjects taken and examinations passed with grades
	From	To	

QUALIFICATIONS

Educational Establishment	Dates (month & year)		Courses / Subjects / Results
	From	To	

Please give details of any other relevant training or further qualifications that will support your application. Please provide the full name, qualifications and dates.

Course / Qualification	Date (month and year)

DRIVING ABILITIES

Many of the Trust's jobs require you to be able to drive. Please answer this section by ticking (✓) the appropriate boxes.

	YES	NO
Do you have a current driving licence?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you describe yourself as a confident and experienced driver?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, does this apply to manual cars?	<input type="checkbox"/>	<input type="checkbox"/>
Does your current licence allow you to drive mini-buses? (normally marked as D1 on your driving licence)	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES

Please give the names and addresses of two **work** related referees, which **must** be your most recent two employers. **References from colleagues, staff you manage, friends, or relatives are not acceptable.** If this is your first appointment one reference should be from your head-teacher, lecturer or similar.

Referee 1	Referee 2
Name (in capitals)	Name (in capitals)
Job Title:	Job Title:
Relationship to Applicant:	Relationship to Applicant:
Name of Business:	Name of Business:
Address	Address
Email:	Email:
Telephone Number:	Telephone Number:
May we seek reference prior to interview?	May we seek reference prior to interview?

CURRENT / MOST RECENT JOB

Full name and address of employer

Type of business that your employer undertakes

Job Title

Current/Final Salary

Date started (month and year)

Date left (if applicable)

Brief outline of duties

Reason for leaving

PREVIOUS EMPLOYMENT

Start with your most recent previous employment. Please provide us with a full employment history and explain any gaps in employment

Job Title	Employer's full name and address	Dates (month and year)		Reason for Leaving
		From	To	

SUPPORTING STATEMENT

Please say why you believe you are suitable for this post and why you would like the job. Please use the Job Description as a guide and indicate what skills you have that are appropriate for the job that you are applying for. Please attach a separate sheet if necessary.

DISCLOSURE DECLARATION

Because of the possible nature of the work for which you are applying, this post may be exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants who may need to provide personal care to vulnerable adults are therefore not entitled to withhold information about convictions (which for other purposes are "spent" under the provision of the Act)

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Have you ever been convicted by the Courts or cautioned, reprimanded or given a final warning by the Police? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered "YES" to either question please give brief details below; this will then be discussed with you at any interview if it is deemed necessary:

If you are unsure whether this section applies to this role please contact the HR Department.

RIGHT TO WORK WITHIN THE UK

In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work within the United Kingdom and you will be asked to produce certain documents to prove this either at an interview or on offer of employment. Please tick the boxes below which you believe are appropriate to your circumstances.

	YES	NO										
I have a legal right to work in the UK	<input type="checkbox"/>	<input type="checkbox"/>										
I will require a work permit	<input type="checkbox"/>	<input type="checkbox"/>										
Please insert your National Insurance Number if you have one:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											

Are you related / close to anyone within the Trust?	YES / NO	Please give details of relationship
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DECLARATION

I declare that all the information that I have included on this Application Form and attached Monitoring Information Sheet is true and complete to the best of my knowledge, and I understand that any incorrect / incomplete information may invalidate any offer of employment by the Trust even if I have commenced in post:

Signature:

Date:

Please complete if you are applying for a position in Care and Community Support Services (CSS) work only.

<p>Which of the following types of work are you looking for?</p> <p>Tick (✓) as appropriate</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-time <input type="checkbox"/></p> <p>Permanent <input type="checkbox"/></p> <p>Casual (Flexi) <input type="checkbox"/></p>	<p>If you have applied for Support Work are you available for sleep-in shifts?</p> <p>Tick (✓) as appropriate</p> <p>Yes, I am <input type="checkbox"/></p> <p>No, I am not <input type="checkbox"/></p> <p>I am not sure <input type="checkbox"/></p>	<p>The Trust has several work locations. To help us find the most suitable for you please put the number 1 against your preferred location and tick (✓) any other locations where you would consider work.</p> <p>Woodchurch (Residential) <input type="checkbox"/></p> <p>Community Support Services <input type="checkbox"/></p> <p>Aldington (Residential) <input type="checkbox"/></p> <p>New Romney (Residential) <input type="checkbox"/></p> <p>Rye (Residential) <input type="checkbox"/></p>
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Monitoring Information Sheet

Canterbury Oast Trust is committed to the principle of equal opportunities with selection for job vacancies being based on ability, job requirement and fitness for the job and not to discriminate against any person because of sex, race, colour, national origin or other illegal discriminatory characteristics. Equal opportunities monitoring is essential to ensure that policies are being properly implemented and your answers to the questions below will provide statistical information to enable the Trust to monitor its selection process. This sheet, or any information supplied on it, will not be available to the recruiting Manager(s) and will not, therefore, affect your application. All information provided will be held in strict confidence by Human Resources.

We appreciate your co-operation in completing this sheet.

Job details

Post applied for: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
<i>Please answer this section by ticking (✓) the appropriate boxes</i>					
Gender M	Age:				
F	Under 22	22-30	30-45	45-65	65+

Ethnicity

Which is your ethnic group?

Choose ONE section from A to F and then tick the appropriate box to indicate your cultural background.

A White

- White British
- White Irish
- Any other White background

B Mixed

- Mixed White and Black Caribbean
- Mixed White and Black African
- Mixed White and Asian
- Any other Mixed background

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D Chinese or other ethnic

- Chinese
- Any other (please specify)

E Black or Black British

- Black or Black British Caribbean
- Black or Black British African
- Any other Black background

F Arab or Middle Eastern

- Arab
- North African
- Iraqi
- Kurdish
- Any other Middle Eastern background

Office use only:

- Successful
- Not successful
- Interviewed but unsuccessful