JOB APPLICATION PACK

**This is the Care & Repair Cymru Job Application Pack. Once completed, this application pack should be sent to:** **adrian.lister@careandrepair.org.uk****.**

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1. APPLICATION FORM

Personal Details

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Closing date:** |  |
| Surname: |  |
| Forenames: |  |
| Current address: |  |
| Phone number: |  |
| Email address: |  |

Employment History

|  |
| --- |
| **Present Post****Job title:** |
|    |
| **Employer:** | **Date started:** |
|   |   |
| **Salary and benefits:** |
|  |
| **Major duties and responsibilities:** |
|   |
| **Previous posts (please start with the most recent):** |
| **Job title and salary:** | **Employer:** | **Dates (from-to):** | **Reason for leaving:** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |

Education and Training

|  |  |
| --- | --- |
| **Secondary education:** | **Qualifications/grade:** |
|    |   |
| **Further/higher education:** | **Qualifications/grade:** |
|     |  |
| **Other relevant training, professional qualifications or work-related skills (for example languages, shorthand, etc.):** |
|     |
| **Are you undertaking any course of study at present? (if so, please give details)** |
|     |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
|     |
| *It is Care & Repair Cymru’s policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.* |

Response to the Person Specification

|  |
| --- |
| Please ensure that the details recorded here are relevant to the person specification and job description for the post you are applying for. Use additional sheets if necessary. |
| **Qualifications and Experience** |
| **Knowledge, Skills and Personal Qualities** |
| **Key achievements (work and non work related)** |
| **Please state why you are applying for the post** |

Other Details

|  |
| --- |
| What is the notice required in your present post? |
| Is your present post your sole regular employment? | Yes | No |
| Do you have the right to work in the UK? (Proof will be required if your application is successful) | Yes | No |
| Do you have a full driving license? | Yes | No |
| Do you have any current endorsements? | Yes | No |
| Do you have use of a car? | Yes | No |
| Where did you see the advertisement for the post? |
| Do you require any special arrangements to be made for your interview on account of a disability?  | Yes | No |
| **Have you ever been convicted of a criminal offence?** (If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.) |

2. REFERENCES

Please give the details of two referees, stating how long you have known them (one should be your current or most recent employer). References for shortlisted candidates will be taken up before the interview unless you request otherwise.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|   |   |
| **Address:** | **Address:** |
|     |   |
| **Telephone number:** | **Telephone number:** |
|   |   |
| **Email address:** | **Email address:** |
|  |  |
| **Relationship to you:** | **Relationship to you:** |
|   |   |
| **May references be taken up before interview?** YES/NO | **May references be taken up before interview?** YES/NO |

3. DATA PROTECTION

**Data Consent**Information from this application may be processed for purposes registered by Care & Repair Cymru under the Data Protection Act 2018. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Care & Repair Cymru to process the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed: Date:

***Note: Any false, incomplete or misleading statements may lead to dismissal.***

**Data Privacy Policy**

Before signing this declaration, please read in full the [Candidate Privacy Notice](https://careandrepair.org.uk/wp-content/uploads/2025/02/Job_Applicant_Privacy_Notice.pdf).

**Declaration:**

* I confirm that I have read and understood the information contained in the Candidate Privacy Notice (linked to above).
* I confirm that I consent to the use of my personal information as outlined in the Candidate Privacy Notice.

Signed: Date:

Full Name:

4. EQUAL OPPORTUNITIES FORM

**Please complete the following form by marking your answers clearly. Please note that all responses are both optional and confidential.**

**Age**

18-20 [ ] 21-24 [ ] 25-29 [ ] 30-39 [ ] 40-49 [ ] 50-59 [ ] 60-64 [ ] 65+ [ ] Prefer not to answer [ ]

**Gender**

Male [ ] Female [ ] Transgender [ ] Non-binary [ ] Prefer not to answer [ ] Identify in another way [ ]

**Ethnic Origin**

White: British [ ] Irish [ ] Other [ ]

Black: Black [ ] African [ ] Caribbean [ ] British Other [ ] Please specify:

Asian: Asian [ ] Bangladeshi [ ] Indian [ ] British Pakistani [ ] Other [ ]

Mixed Race [ ] Prefer not to answer [ ]

**Sexuality**

Lesbian [ ] Gay [ ] Bisexual [ ] Heterosexual [ ] Other [ ]

Prefer not to answer [ ]

**Disability**

Do you consider yourself to have a disability? Yes [ ] No [ ]

If you are happy to, please give details:

**Religion**

Christianity [ ] Islam [ ] Judaism [ ] Sikhism [ ] Hinduism [ ] Buddhism [ ] No Religion [ ] Other [ ] Please specify:

Prefer not to answer [ ]