

**Borders Carers Centre**

**Staff Application form**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

**Post applied for:** Carers Liaison Worker

**Full name**

**Address**

**Telephone Nos. Home:** **Mobile:**

**Email address:**

**National Insurance No:**

Do you hold a Full Driving Licence? YES/NO

Do you have regular use of a vehicle? YES/NO

**1. Education, qualifications and training**

|  |  |  |  |
| --- | --- | --- | --- |
| School, College, University attended | Dates | | Qualifications obtained (with grades) |
|  | From | To |  |
|  |  |  |  |
|  |  |  |  |
| Other relevant training courses undertaken: | | | |

**2. Full employment history**

|  |  |  |
| --- | --- | --- |
| **Present or most recent job** | | |
| Post Held: | Full/Part Time: | Date Appointed: |
| Employer's Name and Address | | |
| Date Left: (if applicable) | | Period of Notice: |
| Please give a brief outline of your duties and responsibilities: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous jobs**. Please list in date order - most recent first. Voluntary work/unpaid posts can be included. | | | | |
| Post held | Dates | | Organisation | Reason for leaving | |
|  | From | To |  |  |

**3. Information in support of your application.**

**Skills, abilities and experience**

Please say why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples or case studies where possible).

Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. You should also use this section to explain why you are interested in the post.

**4. References**

Name, address and telephone number of two referees and your relationship to them. At least one of these should be your line manager at your present or most recent employer (please indicate if they should not be contacted before an offer of employment is made). Please do not nominate family or friends.

1. Name and relationship to you:

Address

Tel No.

Can they be contacted before an offer of employment is made? Yes/No

2. Name and relationship to you:

Address

Tel No.

Can they be contacted before an offer of employment is made? Yes/No

**General Data Protection Regulation (EU) 2016/679**

Borders Carers Centre will use the information you provide in this application form to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process, and will be disposed of once the recruitment process has concluded.

**Declaration**

I declare that, to the best of my knowledge and belief, the information given is correct and complete. I understand that Borders Carers Centre reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and PVG Scheme membership.

**Signature**

**Date**

Please return this form by the specified closing date, labelled APPLICATION, to:

Lynn Gallacher, Borders Carers Centre, Brewerybrig, Low Buckholmside, Galashiels TD1 1RT or e-mail: lynn@borderscarers.co.uk