



**Post Applied For**

--

**Personal Details**

<b>First Names:</b>	<b>Surname</b>
<b>Address:</b>	
<b>Post Code:</b>	
<b>Email address:</b>	
<b>Telephone Numbers</b>	
<b>Home:</b>	
<b>Work:</b>	
<b>Mobile:</b>	
<b>National Insurance Number:</b>	

**Do you require a work permit to work in the United Kingdom**

**Yes or No**

**Education and Professional Qualifications**

<b>Qualifications Obtained</b>	<b>Subject(s)</b>	<b>Awarding Body</b>	<b>Grade</b>

**Training**

Please give details of any training courses attended which may be relevant to this post

**Dates****Details**

--	--

**Current Employment**

<b>Job Title</b>	<b>Date Employment Commenced</b>
<b>Employer's Name</b>	<b>Current Salary: £</b>
<b>Employer's Address</b>	
<b>Notice period required</b>	<b>Reason for leaving</b>

**Previous Employment**

Please start with first employment and account for any periods of unemployment

<b>Job Title</b>	<b>Employer's Name</b>	<b>Date started</b>	<b>Date left</b>	<b>Reason for leaving</b>

## References

Please give details from whom references may be obtained. One should be your present, or, if unemployed, your last employer/school/college. If you were known to either of your referees by another name, please indicate. References will be taken up prior to any offer of appointment being made and referees will only be approached after interview. References should not be from family members.

<b>Present/last employer</b>	
<b>Name</b>	<b>Position</b>
<b>Referee's Address</b>	
	<b>Post code</b>
<b>Telephone no.</b>	<b>Email address</b>
<b>How is this person known to you?</b>	<b>How long have you known them?</b>

<b>Second Referee's</b>	
<b>Name</b>	<b>Position</b>
<b>Referee's Address</b>	
	<b>Post code</b>
<b>Telephone no.</b>	<b>Email address</b>
<b>How is this person known to you?</b>	<b>How long have you known them?</b>

**Are there any days or times in the proposed interview week that you will be unavailable to attend?**

## Membership of Professional Bodies

State whether by examination or experience, quoting your membership number

--

## Membership of other organisations, associations or bodies

--

**Relevant Skills, Abilities, Knowledge and Experience**

**Can you tell us about a time you have worked with someone with learning difficulties and what tools you used to communicate with them?**

**What have been the biggest impacts on people with learning disabilities?**

Please include within your answer: government policy, cultural and social changes and anything else you think is relevant.

**Using the job description, please demonstrate below how you meet the required competencies as detailed, evidencing relevant skills, knowledge and experiences.**

**Please continue on a separate sheet if necessary**

**Supplementary Information**

Have you ever been convicted, cautioned, summonsed or charged with any offence related to vulnerable adults, or are you aware of any such charges or summonses, which may be brought against you?

<b>Yes</b>	<b>No</b>
------------	-----------

**Convictions, cautions, charges or summonses**

Please specify below:

<b>Date</b>	<b>Court</b>	<b>Offence</b>	<b>Penalty</b>

Note: by virtue of the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of the Rehabilitation of Offenders Act 1974 do not apply to questions concerning convictions, cautions, charges, etc. You are therefore not entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under that Act.

**Disability**

Do you consider yourself to have a disability?

<b>Yes</b>	<b>No</b>
------------	-----------

Information regarding disability is only requested in order that appropriate arrangements can be made if you are selected for interview. Cornerstone Trust will interview all applicants declaring a disability who meet the minimum advertised criteria for support staff vacancies and consider them on their abilities.

**It would assist if you could provide brief details of any adjustment or requirements you may have.**



**Do you have a full driving licence and the use of a vehicle (or if disabled, have access to a driver)?**

I certify that, to the best of my belief, the information I have provided in this application form and in Forms A&B are true and I understand that any false information will result, in the event of employment, in disciplinary investigation by Cornerstone Trust, and is likely to result in dismissal.

I hereby give my consent for personal information (including recruitment monitoring data, management and statutory purposes) provided as part of this application, and if I am appointed, to be held on computer and/or other relevant filing systems and to be shared with other agencies in accordance with the Data Protection Act 1998.

**Signature**..... **Date**.....

Check you have completed the 6 page application form, together with forms A and B. and return to Cornerstone Trust.

**Equal Opportunities Monitoring**

Cornerstone Trust is committed to equal opportunities and welcomes applications irrespective of race, sex, disability, or marital status. We are committed to maintaining an effective Equal Opportunities Policy, for which purpose we need to monitor our performance in this area.

To help us attain this objective, you are encouraged to complete this form, which has been drawn up in line with recommendations from the Commission for Racial Equality and the Equal Opportunities Commission.

This information is for monitoring purposes only and in no way forms any part of the selection process. All information will be kept in the strictest confidence, and will be held on computer.

**Ethnic Origin**

Choose one section from A to F, and then tick the appropriate one within the section to indicate your cultural background.

<b>A White</b>		<b>B Mixed</b>	
British		White and Black Caribbean	
Irish		White and Black African	
Any other White background		White and Asian	
		Any other mixed background	
<b>C Asian or Asian British</b>		<b>D Black or Black British</b>	
Indian		Caribbean	
Pakistani		African	
Bangladeshi		Any other Black background	
Any other Asian background			
<b>E Chinese</b>		<b>F Other Ethnic group</b>	
Chinese		Any other	

**Personal Details**

<b>Full Name:</b>	<b>Post Applied for;</b>
<b>Nationality</b>	<b>Gender: M/F</b>
<b>Date of Birth:</b>	<b>Marital Status:</b>

**Disability**

Do you consider yourself to have a disability or health problem?

Yes  No

**Attendance Management Form**

**Name**

**Post applied for:**

**How many days of absence have you had in the past 2 years?**

**How many separate occasions in the past 2 years?**

**Please provide details in this box including dates (please indicate the reasons for the absence)**

**Please note this will be confirmed with your current employer should you be successful at the interview stage.**

**Signature**

**Date**