



Application Form

Fair Process Statement

Here at Carlisle Key we will only store information about you in line with the GDPR and this may be either on computer or in hard copy. The information will only be kept if there is a legitimate reason to do so. For example: Funding Purposes, Legal obligation, Insurance Purposes and for employment references.

I understand that all information will be stored, shared and disposed in line with GDPR requirements and I have the right to amend or redact information.

YES/NO

I understand that if I do not wish to share information this may affect my application to Carlisle Key.

YES/NO

Please use TYPE or BLACK ink and complete ALL sections. This part of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:	
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1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)

Surname:	Forenames:
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	
Address for Correspondence:	Permanent Address (if different):
Postcode:	Postcode:
Home telephone no:	Mobile telephone no:
Work telephone no:	Email address:
Extension (if applicable):	
National Insurance No:	

2. PRESENT OR LAST EMPLOYER

Name and address of employer:	Name and address of establishment where employed (if different):
Postcode:	Postcode:
Nature of business:	Job title/Post:
Present annual salary or weekly wage (gross):	
Hours/sessions worked per week:	Other benefits (if applicable):

Date appointed:

Notice required or leaving date if last appointment:

Reason for leaving or seeking other employment:

Brief Description of duties:

3. PREVIOUS EMPLOYMENT

(Starting with the most recent first). Include work/voluntary experience and any periods of unemployment.

(Please continue on separate sheet if necessary)

Employer name & address	Job title/post	Grade & salary/wage	Full or part-time (if part-time, give hours or sessions)	Dates (month/year)		Reason for leaving
				From	To	

3. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary)

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Continue on a separate sheet(s), if necessary. Please ensure that your name, the post title and advert reference number are clearly marked on all separate sheets.

CONFIDENTIAL

6**REFEREES**

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

CPC reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name:	Name:
Status:	Status:
Organisation (if appropriate):	Organisation (if appropriate):
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email address:	Email address:
How long known?	How long known?
Do you give consent to us contacting your present employer prior to interview?	
	YES/NO



LOTTERY FUNDED

7 DISCLOSURE OF CRIMINAL BACKGROUND

Carlisle Key is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

The post for which you are applying requires a Disclosure and Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please answer the following questions.

Have you ever been convicted of a criminal offence? YES/NO

Have you ever been cautioned for a criminal charge? YES/NO

Are you at present the subject of a criminal charge? YES/NO

If YES to any of the above questions, please give brief details including dates.

8 GENERAL

Please give details of any dates within the next 6 weeks when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.

You are required to declare below any relationship with or to a Member of Carlisle Key or an employee of Carlisle Key

Please state name and position:

9 DISABILITY DISCRIMINATION ACT 1995

The Disability Discrimination Act 1995 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities." The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability? Yes () No ()

If you have answered Yes to the above, please answer the following question:

Is there any information that we need in order to offer you a fair selection interview?

10 DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside Carlisle Key without first seeking your permission.

11 DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority.

Signed _____

Date _____

Please return your completed form marked Private and Confidential by post or email to: Carlisle Key, Guildhall Chambers, 29 Fisher Street, Carlisle, Cumbria, CA3 8RF or email clarebrockie@carlislekey.co.uk by 12 noon on the 26th of May. If you have not received a reply within the next 4 weeks, you should assume that your application has been unsuccessful.

Equal Opportunities Monitoring Form

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

Carlisle Key is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Recruitment and Selection Monitoring information detailed below and overleaf.

PLEASE SELECT AS APPROPRIATE:

YOUR GENDER: Male () Female ()

Male to female transgender () Female to male transgender ()

YOUR AGE: 16-25 () 26-35 () 36-45 () 46-55 () 56 & over ()

YOUR SEXUAL ORIENTATION: Lesbian () Gay ()
Bisexual () Heterosexual/Straight ()

YOUR ETHNICITY:

WHITE

British ()
Irish ()
Gypsy/Romany ()
Other White ()
Please specify _____

MIXED (DUAL HERITAGE)

White and Black Caribbean ()
White and Black African ()
White and Asian ()
Other Mixed ()
Please specify _____

ASIAN OR ASIAN BRITISH

Indian ()
Pakistani ()
Bangladeshi ()
Other Asian ()
Please specify _____

BLACK OR BLACK BRITISH

Caribbean ()
African ()
Other Black ()
Please specify _____

OTHER ETHNIC GROUP

Chinese ()
Other Ethnic Group ()
Please specify _____

YOUR RELIGION OR BELIEF:

Christian () Sikh () No religion ()
Hindu () Muslim () Other (please specify) _____
Jewish () Buddhist ()

How did you find out about this vacancy?

Please specify: _____

DECLARATION:

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Carlisle Key's Equal Opportunities policy.

Signed _____

Date _____

