



NORSACA
quality of life for people with autism

Adult
Services

Application for the Post of:	Ref. No.: WG
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Location:	Worksop <input type="checkbox"/>	Whitwell <input type="checkbox"/>	Bolsover <input type="checkbox"/>
	Nottingham (Sherwood) <input type="checkbox"/>	Nottingham (Strelley) <input type="checkbox"/>	Heanor <input type="checkbox"/>

Name:	NI No:
Address (including postcode):	Tel No. (include home and mobile):
Do you hold a full, current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have access to a car? Yes <input type="checkbox"/> No <input type="checkbox"/>

Current / Last Job:

Job Title:
Company Name, Address & Telephone Number:
Dates employed from / to:
Salary and Benefits:
Reason for Leaving:
Brief Description of Duties and Responsibilities:

Employment History:

Please include most recent post first. To comply with CQC regulations you must provide a FULL work history – please account for any gaps (i.e. if in education state when, where and what studied, if unemployed state unemployed, etc.)
Remember to include: Dates employed from / to; Name of Company; Position Held; Duties / Responsibilities; Reason for leaving (must be provided for ALL positions); Pay and other benefits.

Training:

Please detail training undertaken:



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Membership of Professional Organisations or Bodies:

(Include membership numbers where applicable):

Education:

Please include: most recent first; Date From / To; Institution; Qualification (level / grade):

Supporting Statement:

Please use this space to tell us why you would be the right person for this job, previous relevant experience and any hobbies and interests you have:

Referees:

Please supply the names and contact details of 2 referees – one must be your current or last employer and if applicable one must relate to the last employment that involved work with children or vulnerable adults. References must not be provided by family members.

Name:	Name:
Address (including postcode):	Address (including postcode):
Email:	Email:
Tel. No.:	Tel. No.:
Relationship to You:	Relationship to You:
Permission to be contacted before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Permission to be contacted before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Supplementary to application for persons applying for posts which are excepted under the Rehabilitation of Offenders Act 1974.

Details of the provisions of the Act may be consulted in the booklet "Wiping the Slate Clean" (HMSO).

Because of the nature of the work for which you are applying, this post is exempt from the provisions of S.4(2) of The Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose



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such convictions could result in dismissal of disciplinary action by the employer. Any information given will be completely confidential and will be considered only in relation to this application.

NORSACA meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Have you ever been convicted of a criminal offence by a court of law (with exception of minor motoring offences or Offences committed as a juvenile under the age of 16)?

If yes, please give details including the offences and the dates. If no, please state "none": -

I confirm that information on this application is accurate to the best of my knowledge.

Signed as a correct statement: -

Date: -

(Typing name will be accepted as a signature)

Are you eligible to work in the United Kingdom? YES NO

In accordance with Section 8 of the Asylum and Immigration Act 1996, NORSACA has to carry out checks to ensure that you are legally entitled to work in the United Kingdom.

Should you be invited for interview it will be necessary to bring evidence of eligibility.

When completed please return form to the following address:

Eastwood House
10 Mill Street
Clowne
Derbyshire
S43 4JN

Email: info@norsaca.org.uk

February 2012



EQUAL OPPORTUNITIES MONITORING FORM

Application for the Post of (Include WG.... Ref No.):	Application form Number:
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This form will be detached upon receipt and is used purely for monitoring purposes only.

Name:

Date of Birth:

Prefer not to state

Gender:

Male Female Prefer not to state

Do you consider yourself to have a disability?

Yes No Prefer not to state

If yes, please give details:

Please describe your ethnic origin using the categories below (tick where appropriate):

White

British

Irish

Any other background please specify:

Mixed Race

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background please specify:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background please specify:

Black or Black British

Caribbean

African

Any other Black background please specify:

Chinese or Other Ethnic group

Chinese

Any other please specify:

Prefer not to state

Please describe your religion (if any) using the categories below (tick where appropriate): Prefer not to state

Baha'i

Buddhism

Christianity

Islam (Muslim)

Jainism

Judaism

Sikhism

Zoroastrianism (Parsi)

Hinduism

Rastafarianism

Other (Please specify) :

Please describe your sexuality using the categories below (tick).

Prefer not to state

Lesbian

Bisexual

Gay Man

Heterosexual

Other

Please say how this position came to your notice. Give name of publication, if applicable: