## Application form



#### Guidance notes

#### Completing the Application form

Please read the application form, job description and person specification carefully, so you understand what the position involves.

You will only be shortlisted if you meet the **essential** requirements of the person specification.

The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please make sure that you address **all** areas of the person specification and gear your application to the specific job you are applying for.

Check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.

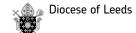
#### **Personal Statement**

Please outline your reasons for applying and promote your relevant knowledge, skills and experience.

In outlining your reasons for applying, describe what attracts you to Catholic Care and the specific role.

Your statement should enthusiastically demonstrate the following:

- a clear understanding of Catholic Care's aims, values and ethos and how they match yours
- a sound appreciation of the specific role and why it suits your own individual interests and motivations.



Post applied for:			Catholic Ca	re
1 Dawn and infant				
1. Personal inforr	nation			
Surname:		Forename:		
Address (for correspondence):				
Telephone:		Email:		
2. Most recent en	nployment			
Employer:		Job title:		
Date of appointment:		Date of term	ination:	
Current Salary:		Notice period	l:	
Please describe the ma	in duties and responsibilities o	f your current	/ most recent post:	

### 3. Employment history (Please give full details of employment and explain any gaps)

Name of Employer:	Job Title:	From:		То:		Reason for leaving:
		Month	Year	Month	Year	
,						
	·					

## 4. Educational and professional qualifications

School/College/University:	From	•	То:		Qualification:	Date of
	Month	Year	Month	Year		Award:
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5. Statement in support of application (continue on 'Additional Notes' pages if necessary)

# 6. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

	Yes	No				
Do you have any u Rehabilitation of O						
Do you have any acare not protected a (Exceptions) Order						
If the answer is <b>Yes</b> to cautions, reprimands, f						
Date of offence	of offence Nature of offence Sentence or nature					
and activities, certain convic are disclosed, employers ca Ministry of Justice website. The information contained i	habilitation of Offenders Act 1974 (Exceptions) ( ctions and cautions are considered 'protected'. T nnot take them into account. Guidance about wh in this application form will only be seen by stafi essarily bar you from working with us. This will s).	his means t hether a cor f involved in	hat they do not need to be nviction or caution should be the recruitment process. (	e disclosed to emploe disclosed can be Catholic Care believ	oyers, and if they e found on the ves that having a	
7. References						
	mes and addresses of 2 people we for this position. One referee must					
Present/Most recer	nt employer					
Name:		Job title	2:			
Address:						
Postcode:		Telepho	ne:			
Email:			<u> </u>			
Second referee						
Name:		Job title	2:			
Address:						
Postcode:		Telepho	ne:			
Email:						

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<b>6</b> /8			
8. Vacancy Ad	vertising		
How did you first he	ear about this vacancy?		
If Other, please spe	cify		
If referred by a Cat	nolic Care employee please enter their name		
9. Data Protec	tion		
and will be used for successful, the info The information pro Details of our priva (www.catholic-care	this application will be controlled under the Controlled will then be used for your personnel repoided will be processed both manually and autory notices for recruitment and employment are cong.uk/terms-conditions).  In details being retained in this way please tick	are. Should your appecords and for payrol tomatically for these available to view or	olication be Il purposes. purposes.
10. Declaration	(Please read the following before signing)		
appointed to the po lead to disciplinary this form is true an is false or misleadir	tion we have requested, we may not be able to st, any major omission or inaccurate information or in some cases, legal action against you. I de d accurate, and understand that if it is subseque of, my employment may be terminated without post a Standard or Enhanced Disclosure checks accessful.	on relevant to your a clare that the inform lently discovered tha notice. I understand	pplication, could ation contained in t any statement too, that where
Signature:		Date:	

Please return your completed form to: HR Administrator at Catholic Care (Diocese of Leeds), 11 North Grange Road, Headingley, Leeds LS6 2BR, or email it to recruitment@catholic-care.org.uk, alternatively, if you are applying through our website simply enter your details on the job profile page, upload the completed application form and click 'submit'.

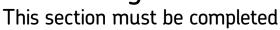
11 North Grange Road Headingley Leeds LS6 2BR

Telephone 0113 388 5400 Email info@catholic-care.org.uk www.catholic-care.org.uk

Additional	Notes	(Please us	e for any a	dditional in	formation i	n support o	of your appl	ication)	

Additional	Notes	(Please use for any additional information in support of your application)

## Monitoring Information





We are an equal opportunities employer. All applicants receive equal treatment irrespective of their sex, marital status, disability or race. This information is important for monitoring our policies and will be treated confidentially.								
Gender:		Male	Fen	nale				
Date of birth:								
Ethnic origin:		Black Caribb	ean Bla	ck African				
		UK/Europea	n Ind	ian				
		Pakistani	Bar	Bangladeshi				
		Other Nation	nality 🔲 Bla	Black Other				
Do you have a	disability?	Yes	No	No				
If yes please d	escribe							
Are you registered disabled? Yes No								
For official use only								
Shortlisted	Interviewed	Appointed	Post	Service				

