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# Cheshire and Warrington Carers Trust

## APPLICATION FORM

Please type or write in black ink. **You must fill in all sections of this application form. CVs WILL NOT BE CONSIDERED.**

#### Operations Manager/Service Lead

**1. Position and location of post/s applied for**

##### 

##### Available to take up employment on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. PERSONAL DETAILS**

**Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### First Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone (Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile Number­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you have the use of a car for work purposes? YES NO**

**(please circle appropriate answer)**

**3. EDUCATIONAL AND VOCATIONAL REQUIREMENTS**

|  |  |
| --- | --- |
| Title/Type of qualification (please give details) | Date obtained |
|  |  |

#### 4. EMPLOYMENT HISTORY (most recent first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employers name & address** | From | To | **Post/Duties** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |

**5. COMMUNITY/VOLUNTARY WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation** | **From** | **To** | **Post/Duties** |
|  |  |  |  |

**6. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS OR TRADE UNION**

**(please give details below)**

**7. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?**

**(Declaration subject to the Rehabilitation of Offenders Act)**

**8. WHAT RELEVANT EXPERIENCE AND SKILLS DO YOU HAVE TO OFFER THIS POST? (please contain your answer in the space provided. Additional sheets cannot be considered).**

|  |
| --- |
|  |

**9. WHAT ARE YOUR REASONS FOR APPLYING FOR THIS JOB?**

**(Please contain your answer in the space provided. Additional sheets will not be considered).**

|  |
| --- |
|  |

**10. PERSONAL REFERENCES**

**One should be from your present or most recent employer, and neither must be members of your family:**

**i) Name**

**Address**

**Occupation**

**How do you know this person?**

**Telephone No.**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we obtain reference prior to interview? YES NO**

**ii) Name**

**Address**

**Occupation**

**How do you know this person?**

**Telephone No.**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we obtain reference prior to interview? YES NO**

**11. RECRUITMENT POLICY**

It is the policy of The Cheshire and Warrington Carers Trust to employ the best candidate, and to provide equal opportunity for the advancement of employees, including promotion and training, and not discriminate against any person because of race, colour, sexual orientation, gender, disability, marital status or national origin.

Cheshire and Warrington Carers Trust operates a no-smoking policy.

All posts are subject to a Criminal Records Bureau check. This will be undertaken on appointment.

**I authorise Cheshire and Warrington Carers Trust to obtain references to support this application.**

**I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION FORM IS, TO THE BEST OF MY ABILITY, TRUE AND COMPLETE.**

**SIGNED**

**DATE**

**PLEASE EMAIL THIS FORM TO:**

[**recruitment@cheshireandwarringtoncarers.org**](mailto:recruitment@cheshireandwarringtoncarers.org)

**or**

**POST TO:**

**FINANCE AND PERSONNEL ASSISTANT**

**CHESHIRE AND WARRINGTON CARERS TRUST**

**146 LONDON ROAD**

**NORTHWICH**

**CHESHIRE**

**CW9 5HH**

**By 5:00pm on Wednesday 5th February 2025**