

APPLICATION FOR EMPLOYMENT

VACANCY DETAILS

Title: Chief Operating Officer

Closing Date: June 27th 2018 5pm



Supporting Carers to Care

PRESENT/LATEST EMPLOYMENT DETAILS

Name of Employer _____

Address _____

Post Code _____ Telephone Number _____

Job Title _____ Salary _____

Date Employment Commenced _____ Ceased _____

Reason for Leaving (where appropriate) _____

Period of Notice _____

PLEASE GIVE BRIEF DETAILS OF DUTIES AND RESPONSIBILITIES OF PRESENT OR MOST RECENT POST

QUALIFICATIONS: Please include non-examined courses, e.g. NVQs	Grade/s Obtained

JOB RELATED TRAINING

Give details of any recent training courses

PREVIOUS APPOINTMENTS

From Month/Year	To Month/Year	Post Held	Employer	Reason for Leaving

CURRENT MEMBERSHIP OF ANY PROFESSIONAL BODIES

(Please state grade of membership & date attained)

SUPPORTING STATEMENT

Using the Job Description and the Person specification as a guide, please explain your interest and relevant examples of your abilities in paid and voluntary work, or leisure activities, which will support your application. If necessary, you may attach up to one additional sheet.

TRANSPORT (Please circle correct answer where required)

Have you a current driving licence? YES / NO Type/Classification _____

Do you have regular use of a car, or other motor vehicle _____

OTHER INFORMATION

Are you closely related to any employee of CASS or its Management Committee? YES / NO

If yes, please state the name and relationship including job title

As CASS 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 records 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.

REFERENCES

Two references are required. If you are in employment one of these must be from your present employer or, if a student, from your senior tutor or studies supervisor. If unemployed please give the most recent employer or a referee who is not a member of your family, plus one other.

Name _____ Name _____

Address _____ Address _____

Post code _____ Post code _____

Telephone No _____ Telephone No _____

If you do not wish referees to be contacted prior to giving your permission, please enter X in the box

I certify that the stated information on this application form, and in any letter in support of my application, is correct.

Name _____

Address _____

_____ Post code _____

Daytime contact no _____

Signature _____ Date _____

PLEASE RETURN THIS FORM BY EMAIL TO:
cassie.probert@carersinformation.org.uk or post to

**Cassie Probert Suite 1a/1b The Whitehouse 3a Chapel Street, Stafford, ST16 2BX
marked Job application C.O.O**