

# COQUET TRUST

Registered Charity No. 1121062

## APPLICATION FORM

### **Coquet Trust operates a No Smoking Policy**

*Coquet Trust is an Equal Opportunities Employer. Our aim is to provide quality day and domiciliary care in the community for people with learning disabilities. All applicants who have a disability and meet the minimum criteria for the job will be interviewed. All information will be treated confidentially.*

**Please could you complete the application form in block capitals**

Position Applied For:	Where did you see the post advertised?
To be returned by:	

#### **PERSONAL DETAILS**

Surname	First Name(s)
Are you 18 years old or over?	Address
Telephone numbers-	
Home _____	
Mobile _____	Postcode
Email _____	
Do you require a work permit	<b>Yes</b> <b>No</b>
Do you hold a full driving licence for a car?	<b>Yes</b> <b>No</b>
Do you own a car?	<b>Yes</b> <b>No</b>
If yes, would you be prepared to use your car at work?	<b>Yes</b> <b>No</b>

#### **CURRENT OR LAST EMPLOYMENT**

Employers Name	Position held
How much notice are you required to give?	
Employers address	Date Started ----- Date Finished ----- Reason for leaving:
Salary/wage	Other Benefits
Brief description of duties, responsibilities etc. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

# COQUET TRUST

Registered Charity No. 1121062

## APPLICATION FORM

**EMPLOYMENT HISTORY– Please ensure you list your last 7 years work history (if applicable) PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY (also explain any gaps in employment)**

Name and address of employer	Position held	Reason for leaving

**EDUCATIONAL, VOCATIONAL TRAINING AND QUALIFICATIONS**

Establishment	Examinations, qualifications, grades and achievements

**COQUET TRUST**  
Registered Charity No. 1121062  
**APPLICATION FORM**

**FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION**

Include here: your reason for applying for this post; full details of your relevant experience, skills and achievements, and any other supporting information (PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

---

---

---

---

---

---

---

---

---

---

**LEISURE INTERESTS AND HOBBIES**

---

---

**REHABILITATION OF OFFENDERS ACT 1974**

The post you are applying for is exempt from the provision of Section 4(2) of the above Act. As a result you are not entitled to withhold information about any criminal convictions, cautions or bindovers, whether they are "spent" or not. **Furthermore you will be required to pay £53.60 for a Disclosure from the Criminal Records Bureau if your application is successful.** A criminal record will not necessarily bar you from being appointed, however, failure to disclose any convictions, cautions or bindovers (spent or otherwise) could result in withdrawal of a job offer or, in the event of employment, dismissal. Any information given will be treated in confidence and handled in accordance with the Criminal Records Bureau Code of Practice.

**DO YOU HAVE ANY CONVICTIONS/CAUTIONS OR BINDOVERS TO DECLARE (INCLUDE ANY PENDING OR "SPENT")**

Yes / No

If YES, please give details of offences, penalties and dates on a separate sheet.

**REFERENCES**

Please give the names, addresses telephone numbers & email of two referees, **both of whom must be professional and one of whom must be the manager of your current or last employment**

Name	_____	Name	_____
Position	_____	Position	_____
Address	_____	Address	_____
Telephone no	_____	Telephone no	_____
Email Address	_____	Email Address	_____
Permission to contact prior to interview	YES / NO	Permission to contact prior to interview	YES / NO

**DECLARATION – Please sign this after you have completed all parts of the application form**

I declare that the information given above is correct to the best of my knowledge. I accept that providing deliberately false information would disqualify me from consideration or in the event of my appointment could result in dismissal.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

*If you have not heard from the Trust within 3 weeks of sending this application, it has not been successful.*

**Return to: HR Department, 23 Lansdowne Terrace, Gosforth, Newcastle upon Tyne, NE3 1HP**