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 complete the application form in block capitals

Position Applied For:	Where did you see the post advertised?

PERSONAL DETAILS

Surname	First Name(s)
Are you 18 years old or over? _____ Telephone numbers- Home_____ Mobile_____ Email	Address Postcode

Do you require a work permit	**Yes/No**
Do you hold a full driving licence for a car?	**Yes/No**
Do you own a car?	**Yes/No**
If yes, would you be prepared to use your car at work?	**Yes/No**

CURRENT OR LAST EMPLOYMENT

Employers Name How much notice are you required to give?	Position held
Employers address	Date Started ---------- Date Finished ---------- Reason for leaving:
Salary/wage	Other Benefits

Brief description of duties, responsibilities etc.

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EMPLOYMENT HISTORY– Please list all of your employment history explaining any gaps. PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Organisation Name and Address	Job Title	Start Date	Leave date	Reason For Leaving

Qualifications and Training – Please list all of your qualifications and training. PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Establishment	Qualification/Couse inc. Level	Result	Date Achieved

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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)

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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 apply for a DBS Certificate from the Disclosure and Barring Service 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 Disclosure and Barring Service.

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 Email Address	Telephone no 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** _____

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