
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:

1. Personal information

Surname:	<input type="text"/>	Forename:	<input type="text"/>
Address (for correspondence):	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>

2. Most recent employment

Employer:	<input type="text"/>	Job title:	<input type="text"/>
Date of appointment:	<input type="text"/>	Date of termination:	<input type="text"/>
Current Salary:	<input type="text"/>	Notice period:	<input type="text"/>

Please describe the main duties and responsibilities of your current / most recent post:

5. Statement in support of application (continue on 'Additional Notes' pages if necessary)

6. Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? If Yes , give details, with dates of offences, sentences, cautions, reprimands, final warnings and court cases pending. Because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions, both spent and unspent must be disclosed.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Date of offence	Nature of offence	Sentence or nature of police court sanction

The information contained in this application form will only be seen by staff involved in the recruitment process. Catholic Care believes that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position you are applying for and the background of the offence(s).

7. References

Please give the names and addresses of 2 people we may approach for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

Present/Most recent employer			
Name:		Job title:	
Address:			
Postcode:		Telephone:	
Email:			

Second referee			
Name:		Job title:	
Address:			
Postcode:		Telephone:	
Email:			

8. Data Protection

Information given in this application will be controlled under the General Data Protection Regulation and will be used for the purposes of recruitment within Catholic Care. Should your application be successful, the information will then be used for your personnel records and for payroll purposes. The information provided will be processed both manually and automatically for these purposes. Details of our privacy notices for recruitment and employment are available to view on our website (www.catholic-care.org.uk/terms-conditions).

If you object to your details being retained in this way please tick the box

9. Declaration (Please read the following before signing)

If you omit information we have requested, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application, could lead to disciplinary or in some cases, legal action against you. I declare that the information contained in this form is true and accurate, and understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. I understand too, that where appropriate to the post a Standard or Enhanced Disclosure check will be sought in the event of my application being successful.

Signature:		Date:	
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Please return form to: HR Administrator at Catholic Care (Diocese of Leeds), 11 North Grange Road, Headingley, Leeds LS6 2BR, or alternatively if you are completing the interactive PDF simply enter your details within the recruitment section of our website, upload the completed application form and click 'submit'.

Catholic Care (Diocese of Leeds)
11 North Grange Road
Headingley
Leeds
LS6 2BR

Telephone
0113 388 5400
Facsimile
0113 388 5401
Email
info@catholic-care.org.uk

www.catholic-care.org.uk

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

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Monitoring Information

This section must be completed

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:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	
Ethnic origin:	<input type="checkbox"/> Black Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> UK/European <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Nationality <input type="checkbox"/> Black Other
Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please describe	

Are you registered disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where did you see this vacancy advertised?	

For official use only				
Shortlisted	Interviewed	Appointed	Post	Service