

Position Applied For	Executive Assistant (15 hours pw)
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PERSONAL DETAILS

(Please note: this section will be removed prior to shortlisting)

Title (Mr/Mrs/Ms/etc)
Full Name
Address Postcode Home Telephone Mobile Telephone Email Address

REFERENCES

<p>An offer of employment from Carers Together will be subject to the receipt of two satisfactory references. Please provide the name and contact details of two referees, one of whom should be your current or most recent employer.</p> <p>If you do not wish your referees to be contacted prior to interview, please indicate this below.</p>	
Referee 1	Name Address Position Contact number Email address
Referee 2	Name Address Position Contact number Email address

EDUCATION

Dates	Name of School, College or other Provider	Qualification (GCSE, A-Level, Degree)	Subject	Grade

ADDITIONAL TRAINING AND PROFESSIONAL DEVELOPMENT

Please list details of any additional training including short courses and seminars.

Name of Course	From	To	Details
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CURRENT OR MOST RECENT EMPLOYER

Name of Employer

Address

Position Held

Salary

Grade

Employed from

Employed to

Main Duties and Responsibilities

Reason for Leaving

Name of Employer

Address

Position Held

Salary

Grade

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Salary

Grade

Employed from

Employed to

Main Duties and Responsibilities

Reason for Leaving

(Please continue on a separate sheet if necessary)

SUPPORTING STATEMENT

Please use the section below to outline your suitability for this position under the following headings:

- Education
- Experience and Knowledge
- Skills and Abilities
- Attitudes and Interests

When completing this section, please refer to the essential and desirable criteria for the position as outlined in the person specification for the role. If you feel there are other relevant factors in support of your application, please state those as well.

(Please continue on a separate sheet if necessary)

ADDITIONAL INFORMATION

Are you related to any member of Carers Together Board of Trustees or any member of Carers Together staff?

Yes ☐

No ☐

If yes, state name and position held. *(Canvassing or failure to disclose will disqualify).*

If appointed, when will you be able to commence work?

Do you possess a full driving license?

Yes ☐

No ☐

Do you own or have access to a vehicle?

Yes ☐

No ☐

Disclosure and Barring Service

Employment with Carers Together is dependent upon the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service /Scottish Criminal Records Office.

SUBMITTING YOUR APPLICATION

Please ensure you have completed all sections of this form. Your completed application form and equal opportunities monitoring form should be returned to recruitment@carerstgether-rc.org.uk or sent via post:

HR / Governance Co-ordinator
Carers Together
The Innovation Centre
Kirkleatham Business Park
Redcar and Cleveland
TS10 5SH

(If returning via post please mark the envelope as 'Private & Confidential – Addressee Only')

I confirm that to the best of my knowledge the information I have provided on this form and in any additional documents is correct and I accept that providing deliberately false information could result in an offer of employment being withdrawn.

Name

Signature

Date

EQUAL OPPORTUNITIES MONITORING

Carers Together is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnership status or an applicant's caring responsibilities.

As part of this commitment, we collect monitoring data on all applicants for our roles. Completion of this monitoring form is voluntary, but the information we collect is very useful in helping us to ensure that we are inclusive in our advertising and recruitment and that we understand the diversity of our workforce.

In accordance with our GDPR policy, we take care to ensure that all applicant data is appropriately and securely stored and handled. Please note that the data that we take from this form will not be seen by the recruitment panel and will be stored securely.

Where did you first find about this role? (Please select one)

<input type="checkbox"/> Charity Job	<input type="checkbox"/> North East Jobs
<input type="checkbox"/> Sector1.net	<input type="checkbox"/> Indeed
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Other Job Board: Click here to enter text.
<input type="checkbox"/> Twitter	<input type="checkbox"/> Facebook
<input type="checkbox"/> Other website/social media: Click here to enter text.	
<input type="checkbox"/> Printed Publication (Please state): Click here to enter text.	
<input type="checkbox"/> Through a family, friend or other source (Please state): Click here to enter text.	

Your gender

<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Inter-sex
<input type="checkbox"/> Non-binary
<input type="checkbox"/> I do not wish to disclose
<input type="checkbox"/> I prefer to use my own term (please state): Click here to enter text.

Sexual Orientation

<input type="checkbox"/> Bisexual
<input type="checkbox"/> Gay man
<input type="checkbox"/> Gay woman/lesbian
<input type="checkbox"/> Heterosexual/straight
<input type="checkbox"/> I do not wish to disclose
<input type="checkbox"/> I prefer to use my own term (please state): Click here to enter text.

Do you consider yourself to have a disability or health condition?

☐ Yes

☐ No

☐ I do not wish to disclose

If you have answered 'Yes' above, we would appreciate it if you could tell us how your disability or condition impacts upon your working life and what adjustments could be considered to support you in the role you are applying for?

[Click here to enter text.](#)

Age

☐ Under 16

☐ 35-44

☐ 16-24

☐ 45-54

☐ 25-34

☐ 55-64

☐ 65+

Ethnicity

☐ Arab

☐ Mixed: White and Black Caribbean

☐ Asian or Asian British: Indian

☐ Mixed: White and Black African

☐ Asian or Asian British: Pakistani

☐ Mixed: White and Asian

☐ Asian or Asian British: Bangladeshi

☐ Mixed: Other

☐ Asian or Asian British: Chinese

☐ White: British

☐ Asian or Asian British: Other

☐ White: Irish

☐ Black or Black British: African

☐ White: Gypsy or Irish Traveller

☐ Black or Black British: Caribbean

☐ White: Other

☐ Black or Black British: Other

☐ Other Ethnic Group

If 'Other' or you prefer to use your own term, please state: [Click here to enter text.](#)

Religion and Belief

☐ Buddhist

☐ Muslim

☐ Christian

☐ Non-religious (Atheist, Humanist, etc.)

☐ Hindu

☐ Sikh

☐ Jewish

☐ Other

☐ I do not wish to disclose

☐ I prefer to use my own definition:
[Click here to enter text.](#)

Are you married or in a civil partnership?

☐ Yes

☐ No

☐ I do not wish to disclose

Do you have unpaid caring responsibilities for a dependent, friend or relative or expect to become a carer in the next 12 months?

☐ Yes

☐ No

☐ I do not wish to disclose

Have you used Carers Together's services?

☐ Yes

☐ No

☐ I do not wish to disclose

