



Registered Charity No. 1116125
 Registered Company No. 05751140
 Chrysalis (Cumbria) Ltd, Leaside, Longthwaite Road, Wigton, CA7 9JR
 Tel: (016973) 44751 Fax: (016973) 45554
 e-mail:Info@chrysalis-cumbria.co.uk

**APPLICATION FOR EMPLOYMENT
 CONFIDENTIAL**

Position applied for:

Post seen advertised in:
 (if online please specify site).....

SURNAME(Block Letters)	FULL FORENAMES(Block Letters)
TITLE:	
HOME ADDRESS	ADDRESS FOR COMMUNICATONS (If different)
TEL: Home: Mobile: Email:	TEL:

National Insurance (NI) number

If offered the post, when would you be able to commence?

Have you applied to Chrysalis for employment prior to this application? **Yes/No**

Are you eligible to work in the UK? **Yes/No**

If applying for a Support Worker role what type of post are you interested in?

Full time **Yes/No** Part time **Yes/No** (if yes please state no. of hours) Relief **Yes/No**



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EDUCATION

Please give details below of secondary schools, Universities or other educational establishments attended.

Name of establishment	Town	Dates attended		Full or part-time
		From	To	

QUALIFICATIONS

Please give details below, including dates, of any educational certificates, professional or other qualifications and training. Please continue on a separate sheet if necessary.

Dates of training/qualification	Training /qualification type	Qualification achieved (Where applicable)



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PARTICULARS OF ALL EMPLOYMENT

These should be in date order, latest first. There should be no gaps unaccounted for.
 Please continue on a separate sheet if necessary.

Name and full address of employer	Period worked		Position held and duties undertaken	Grade or salary	Reason for leaving
	From	To			

Do you hold a current valid driving licence? **Yes/No**

If so please state the date issued?

Do you have access to a vehicle for work? **Yes/No**

If so, would you be willing to use it in the course of your duties? **Yes/No**



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ADDITIONAL INFORMATION

Please use this space to:

- a. Tell us why you are applying for this job**
- b. Show us how your experience and skills make you a good candidate for this job. Use the attached 'Employee Specification' as a guide to the qualities we are looking for.**

This can include personal information, experience of skills gained in previous jobs or in other areas such as temporary work, voluntary work or spare time activities.

Please attach additional sheets as necessary.



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REFEREES

Please give the name, occupation and postal address of two responsible persons to whom you are not related, or are friends, and to whom reference can be made. One referee must be your present or most recent employer.

REFEREE ONE	REFEREE TWO
Name:	Name:
Address:	Address
Telephone number:	Telephone number:
Email Address: <small>(To help speed up the process in the event of a successful application)</small>	Email Address: <small>(To help speed up the process in the event of a successful application)</small>
Capacity in which known:	Capacity in which known:

DECLARATION OF INTEREST:

Are you related to any member of the management committee? **Yes/No**
 (If yes, please give details):

Are you related to any service users who receive support from Chrysalis? **Yes/No**
 (If yes, please give details):

DISABILITIES

Do you require any special arrangements to be made for your interview on account of a disability?	<p>Yes / No</p> <p>If yes, please give brief details below of the effects of your disability on your day-to-day activities together with any other information that you feel would help us to accommodate your needs during your interview. This information is needed to allow us to meet our obligations under the Equality Act 2010:</p>
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<p>Do you have a health condition that affects your ability to complete the tasks on the job description (intrinsic to the job), after taking into account special arrangements that could be made to overcome your difficulty with those tasks intrinsic to the job?</p>	<p>Yes / No If "yes", please give brief details below of the effects of your health condition on your ability to fulfil the requirements of the job description.</p>
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REHABILITATION OF OFFENDERS ACT DECLARATION:

Due to the nature of the work for which you are applying, this post is exempt from the provisions of Sections 4 (2) of the rehabilitation of offenders act 1974, by virtue of the rehabilitation of offenders act (Exemptions) order 1975. Applicants are not therefore entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

In the event of employment any failure to disclose such convictions may result in disciplinary action.

Have you ever been convicted of a criminal offence? **Yes/No**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'. **Yes/No**

Canvassing directly or indirectly shall disqualify the candidate concerned.

All information contained in this form shall be treated as strictly confidential. Receipt of application forms will not be acknowledged unless a stamped addressed envelope is provided.

I declare that the information contained in this form is to the best of my knowledge correct.

Signed: Date:

We will consider all applications but will only be able to respond to those to be invited to interview. If you do not hear from us within 2 weeks of the closing date, you will not have been successful on this occasion and we would thank you for the interest you have shown in the company.