

# Carers Trust South East Wales

## Covering Letter for Application



**Name:** \_\_\_\_\_

**Post applied for:** \_\_\_\_\_

### **Information in support of your application:**

Please use this space to tell us how your skills, experience and knowledge match those in the person specification. Please take each section of the person specification and say how you feel you meet it.  
*(Use a separate sheet if necessary)*

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Do you hold a current UK driving licence? Yes  No

Do you have your own transport that you can use for work purposes? Yes  No

### References:

Please give names, addresses and telephone numbers of two people who can provide references for you. They will ideally be your last two employers or people who are not family members who have known for at least three years that can account for ....

**We will need to contact your referees following a job offer ...**

Referee 1:		Referee 2:	
Name:		Name:	
Job title:		Job title:	
Organisation:		Organisation:	
Address:		Address:	
Email address:		Email address:	
Telephone:		Telephone:	
How is this referee known to you?		How is this referee known to you?	
❖ I give permission for my referees to be contacted following a job offer	Yes <input type="checkbox"/> No <input type="checkbox"/>		

### Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. The amendments to the Exceptions Order 1975 (2013) provide that certain spent

convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

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)?    YES                         NO  

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc. if you are invited for interview. Please see guidelines on completing the application form for further details.

### Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

**Signed:**

**Date:**

**Contact number:**

**Email:**

**Please check the box for your preferred method of contact.**

*(We will use these details to inform you of the progress of your application)*

If you downloaded your application form online, please sign by typing in your name and the date.

**Please return to: [recruitment@ctsew.org.uk](mailto:recruitment@ctsew.org.uk)**