

CONFIDENTIAL

Application Number
(Office use only)

Caia Park Partnership Ltd

Application form for the post of

Deva House Service Manager

*This application form should be written or typed in **black ink** to allow photocopying.
Please do not supply a C.V. with your application form*

Please extend any section on additional sheets if necessary

Part One – Personal Details

Surname: _____ Forenames: _____

Address: _____ Telephone: Day _____

Evening _____
(Please include STD code)

_____ Post code: _____

Email: _____

If you are a disabled person and would like to request adjustments to the recruitment process, please tell us about this here

How did you discover this vacancy? If you saw it advertised, where was it?

Declaration

I declare that to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my appointment. I agree that the information contained herein should be treated in the strictest confidence.

Signature: _____

Date: _____

**Please return your application to:
Caia Park Partnership Ltd,
Prince Charles Road, Wrexham, LL13 8TH
Closing date: Monday 5th February 2024**

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Part Two – Application Details

Education & Qualifications	
School/ College/ University	Qualifications
Other/Professional	Qualifications
Training undertaken	Certificate/ Qualification

Employment History**Current or most recent employment**

Post held _____ From _____ To _____

Type of business _____

Name and address of organisation _____

Job Title & Duties

_____ Salary: _____

Reason for leaving _____

Previous Employment

Please give details of the paid and unpaid posts you have held. Please do not include the current/most recent post that you have already detailed on page 1, but start with the post before this.

Please explain any gaps in your employment history.

Name and address of employer	Dates	Post held/ Main duties	Reason for leaving
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Other information relevant to the person specification

We will invite people to interview that demonstrate that they have substantially met the criteria listed in the person specification. When filling in page 3 of your application, please tell us how

you can demonstrate the experience, skills, knowledge and personal qualities in the listed areas. Please give examples from your paid or voluntary experience where you can.

Why are you interested in this job?

An enhanced DBS will be requested in the event of an individual being conditionally offered the position. Are you happy to give permission for this check to be carried out, if appointed? Yes/ No

Having a criminal record will not necessarily bar you from working with CPP. This will depend on the nature of the position and the circumstances and background of your offences

Copies of our policies re. Recruitment of people with a criminal record and on handling of DBS disclosures are available on request.

References

Please give the names of two people whom we may approach for a reference, one of whom should be your current/most recent employer. Neither of your referees should be related to you and one should have known you for at least two years. Please circle 'yes' or 'no' to state whether we can contact particular referees before interview.

Can we contact before interview? Yes/ No

Can we contact before interview? Yes/ No

Name _____

Name _____

Job Title _____

Job Title _____

Address _____

Address _____

Post Code _____

Post Code _____

Telephone (day) _____

Telephone (day) _____

Email _____

Email _____

In what capacity have they known you?

In what capacity have they known you?

Notice

How much notice do you need to give in your current position?

The information provided in this application form will be kept confidential and the contents will not be disclosed to your employer without your permission.