

General Manager – Application Form

STRICTLY CONFIDENTIAL

Full name

Address

.....

.....

Postcode

Email address

Telephone Mobile

What interested you in applying for this post?

Tell us why you may be the best person to be ADCA's General Manager in our small, rural, well-established charity supporting vulnerable and/or isolated older people and their carers:

Continue on a separate page if required

Education and training

Please give details

Continue on a separate page if required

Supporting information

Please give details of any skills, experience or other qualifications you have acquired, in a working environment or elsewhere, that can support your application to work with ADCA.

Continue on a separate page if required

Do you consider yourself to have a disability?

If yes, please tell us if there are any reasonable adjustments we can make to assist you in your application.

DBS Check

This post involves working with vulnerable adults. Successful applicants will be given an enhanced Disclosure and Barring Service check in accordance with ADCA's Safeguarding Policy.

All significant and relevant convictions or cautions relating specifically to safeguarding will be disclosed by the DBS, no matter how long ago they occurred.

Other spent and unspent convictions may be disclosed, unless exempt under the Rehabilitation of Offenders Act 1974.

Disclosure of minor offences does not automatically bar someone from working with vulnerable people.

Note: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)

If yes, please give details:

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)

If yes, please give details:

Referees

Please give the names and addresses of two persons as referees – other than your present employer or relatives – whom we can approach now for references. No approach will be made to present or previous employers before an offer of employment is made.

Name

Email

Address

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Postcode

Name

Email

Address

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Postcode

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signed

Date

PLEASE RETURN THIS FORM TO:

Roger Millns (Chair)
ADCA
Audlem Public Hall Annexe
12 Cheshire Street
Audlem
CREWE
CW3 0AH

by **Friday 6 September - 5pm**

Mark your envelope 'PRIVATE AND CONFIDENTIAL'