



Working for Carers Factsheet

Application Forms

Many employers ask for online application forms to be filled in, rather than accepting a CV.

What information does an application form gather?

- An application form will ask for similar information from your CV
- An application form will likely ask: full name, National Insurance number, address, contact details, education history and job history



- Some job sites/employers may let you register an online account. This will let you come back and continue the form at a different time.

Top Tip

Use copy and paste to move information from your CV to the application form.

- An application form might ask for your suitability to the job (this could be between 300 - 2000 words depending on the role). *Read the 'Supporting Statements' factsheet to help with this section of the form*
- The form might ask detailed questions about your skill set – *read the 'Interview Skills' or 'Transferrable Skills' factsheet for support with this*
- An application form may ask if you have any criminal convictions – for more information about this, visit the GOV.uk website: www.gov.uk/tell-employer-or-college-about-criminal-record

References

- You may also need to provide at least two references. This will likely include a reference from your most recent employer
- If you haven't got any recent work experience, a reference could be a teacher/college tutor, or an organisation where you've previously volunteered

Top Tip

Check that people are happy to act as your referee.



- Voluntary work can help you gain more skills, knowledge and to have a professional reference for when looking for employment
- As a carer, it's important to be clear with your time commitment and your wellbeing

Top Tip

When volunteering, it's important to think about how it will benefit you and enhance your skills.

Top Tip

Most libraries offer free internet access if you need to fill out an application form online.



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North Tyneside
Carers Centre


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Carers**
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Carer centres

North Tyneside Carers' Centre is your local carer's centre if the person you support lives in North Tyneside.



0191 249 6480



enquiries@ntcarers.co.uk



www.northtynesidecarers.org.uk

Newcastle Carers is your local carer's centre if the person you support lives in Newcastle.



0191 275 5060



info@newcastlecarers.org.uk



www.newcastlecarers.org.uk

Carers Northumberland is your local carer's centre if the person you support lives in Northumberland.



01670 320 025



info@carersnorthumberland.org.uk



www.carersnorthumberland.org.uk

Useful resources

Learn My Way has free courses for you to learn digital skills



www.learnmyway.com

National Careers Service has more information on how to fill in application forms



www.nationalcareers.service.gov.uk/careers-advice/application-forms

NHS is a large employer, with a dedicated jobs support for completing their online application forms



www.jobs.nhs.uk/candidate/search/advice/pdf/completing-an-application

Volunteering can help you enhance your skills and get professional references. For more information:

www.gov.uk/volunteering

Volunteering rights are different from an employee: www.gov.uk/volunteering/volunteers-rights

Contact your local carers centre for employability support and volunteering opportunities through the Working for Carers project. They can also help you with application forms.

Working for Carers

Employment and educational support for unpaid carers

A partnership between Newcastle Carers, North Tyneside Carers' Centre, and Carers Northumberland.

This project is funded by the UK government through the UK Shared Prosperity Fund, with the North East Combined Authority as the lead.



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