



Application form for the post of:-

Macmillan Welfare Benefits Caseworker – Hours negotiable up to 37hrs per week

Please complete in black ink or type

Please note: To ensure compliance with Safer Recruitment standards Disability Solutions West Midlands reserves the right to declare legitimate information provided by candidates within this form.

Surname:		Title:
Forename(s):		
ADDRESS:		
		Post code:
Telephone numbers:-	Daytime:	
Evening:		
Mobile:		
Email:		

If successful what is your period of notice?

Please give the name, address and if possible daytime telephone number of two referees, one of whom should be your current or most recent employer. Please indicate in what capacity they are providing a reference for you.

NB References will only be taken up following a successful interview

Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
How they know you:	How they know you:

Where did you see the post advertised?

Section 1 Employment History

Please use this section to highlight your paid work experience.

If you have been involved in long-term voluntary work, use this section to describe it.

For shorter periods of voluntary work, use section 3

Please start with you current or most recent employer.

Employer		
Name:		Address:
Tel no:		
Date from:	date to:	Position held:
Duties & responsibilities:		
Employer		
Name:		Address:
Tel no:		
Date from:	date to:	Position held:
Duties & responsibilities:		

Employer

Name:

Address:

Tel no:

Date from:

date to:

Position held:

Duties & responsibilities:

Employer

Name:

Address:

Tel no:

Date from:

date to:

Position held:

Duties & responsibilities:

Employer

Name:

Address:

Tel no:

Date from:

date to:

Position held:

Duties & responsibilities:

(If necessary please continue on a separate sheet)

Section 2

Education and Training			
1 Secondary, Further and Higher Education			
Date from:	Date to:	School, college, university etc	Subjects studied, qualifications gained
2 Training/vocational qualifications			
Date from	Course/qualification	Subject area covered	Awarding body

Section 3**Voluntary work**

Please give details of all voluntary work you have undertaken

Date from:	Date to:	Organisation	Roles & responsibilities

Please give details of any other previous employment, and account for any period when you were not employed, eg student, unemployed etc

Date from:	Date to:	Activities	Details

Section 4

Personal Values

We'd like to better understand you as a person, what motivates you, what's important to you, and what are your personal values.

Please circle 10 of the following behaviours or personal values that most reflect who you are or who you desire to become.

Accountability	Achievement	Adaptability	Ambition	Balance – work/life
Being liked	Being the best	Caring	Caution	Clarity
Coaching/mentoring	Commitment	Community Involvement	Compassion	Competence
Conflict resolution	Continuous learning	Control	Courage	Creativity
Customer satisfaction	Efficiency	Empathy	Enthusiasm / positive attitude	Entrepreneurial
Environmental Awareness	Ethics	Excellence	Fairness	Family
Financial Stability	Forgiveness	Friendship	Future generations	Generosity
Humour / fun	Humility	Independence	Initiative	Integrity
Job security	Leadership	Listening	Making a difference	Openness
Patience	Perseverance	Personal fulfilment	Personal growth	Personal image
Positive attitude	Professional growth	Recognition	Reliability	Respect
Reward	Risk-taking	Safety	Self-discipline	Service to others
Teamwork	Trust	Vison	Wealth	Wisdom
Well-being (physical / emotional / mental / spiritual)				

(Extracted from assessment materials created by the Barrett Values Centre)

Section 5

Statement in support of your application

Use this and up to 2 sides of A4 paper, using no less than 12-point script to cover the following points:

- Please give us details of the skills; knowledge and experience you have gained both in work and elsewhere which you consider make you suitable for this post.
- This statement will be measured against the enclosed personal specification, which sets out the essential and desirable requirements for the intended post holder.
- You should attempt to cover each point within the specification, giving details of skills, experience, or knowledge you have relating to these areas.
- Try to be specific and use positive statements, explaining **how** and **why** you fit the selection criteria. You should give examples, wherever possible, illustrating how your experience in all past situations, including work, education, voluntary work etc, demonstrate your suitability for this post.

Section 6 Additional Information

Disability Solutions is working to promote the positive role of people with disabilities in society. Currently over 50% of our staff are people with disabilities, and we positively welcome applications from candidates who are disabled and fit the minimum criteria. It would help us in monitoring our success in attracting people with disabilities to apply if you would please indicate below whether or not you consider yourself to be disabled.

Delete as appropriate	I have a disability / I do not have a disability
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Declaration by the applicant

I declare that all information in this application is correct and complete. I understand that if I have omitted any information which may be relevant to my application, or if any information provided either in this form, or in any reference is subsequently found to be inaccurate or misleading, it could constitute sufficient grounds for the withdrawal of any offers or agreements made.

Signed	Date
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This application form should be returned to:

**Mandy Rollins, Disability Solutions West Midlands,
North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke on Trent,
ST4 7NY or mrollins@disability-solutions.net**

Marked :- Macmillan Welfare Benefits Caseworker – Private and Confidential

The closing date for applications is **9am Monday 19th May 2025**. **Applications received after this deadline will not be considered.**

Interviews to be held on Friday 23rd May 2025 at Disability Solutions HQ (North Staffordshire Medical Institute, Hartshill, Stoke-on-Trent, ST4 7NY [for Satnav ST4 7NX]).

Applicants who wish receipt of their application to be acknowledged should enclose a stamped, self-addressed envelope.

NB The successful applicant will be subject to Disclosure and Barring Service (Previously CRB) checks / reference checks prior to taking up the position.