**AGE UK BOLTON - APPLICATION FORM**

APPLICATION FOR THE POST OF:

What hours would you prefer? (make bold) full-time   
part-time   
either

**PERSONAL DETAILS**

Surname:

First Names:

Address:

Home Telephone No: Mobile:

Email address:

**EDUCATION**

Give details of school/colleges attended with examinations passed, grades obtained and professional qualifications obtained.

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| --- | --- | --- |
| School/College/University | Dates | Examinations/Qualifications |
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Where did you see the post advertised?

When would you be available to commence employment?

**EMPLOYMENT HISTORY**

Please start with your present or most recent job. We are equally interested in paid and unpaid work.

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| --- | --- | --- | --- | --- | --- |
| From  Month/  Year | To  Month/  Year | Employer’s Name and Address | Position Held | Paid/  Unpaid | Reason for leaving |
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SALARY DETAILS: Please indicate your current salary: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a.

**REFEREES**

Please provide the names, addresses and contact telephone numbers of two persons who would be prepared to give a reference on your behalf. Please tell us in what capacity they know you. Ordinarily, one of these should be your current or most recent employer. If you would prefer your references not to be contacted before interview, please tick the small box.

**PLEASE PRINT THESE DETAILS IN BLOCK CAPITALS**

|  |  |
| --- | --- |
| First Referee: | Second Referee: |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Tel. No. | Tel. No. |
| Email: | Email: |
| In what capacity do they know you? | In what capacity do they know you? |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

(Before completing the next section, you are advised to refer to the job advertisement.)

**PLEASE PRESENT BELOW ANY ADDITIONAL INFORMATION THAT YOU CONSIDER APPROPRIATE TO SUPPORT YOUR APPLICATION.**

(Please continue on separate sheet attached, if necessary.)

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**CONTINUATION**

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**INTERESTS/HOBBIES**

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**OTHER INFORMATION (Please highlight the appropriate answer)**

Do you have a full driving licence? YES/NO

Do you have access to a vehicle during working hours? YES/NO

Have you ever been convicted of a criminal offence? YES/NO

*This post is exempt from the Rehabilitation of Offenders Act 1974 and applicants are required to declare any relevant past criminal convictions.*

*If you have been convicted of any criminal offence, please enclose details in a sealed envelope, with your name on and marked confidential disclosure. Please be assured that any information provided will be dealt with in the strictest confidence.*

**CONFIRMATION**

I confirm that to the best of my knowledge, the information given on this form is a true and correct record.

Signed:

Date: \_\_\_\_\_\_\_\_\_\_\_

Please return this form by the advertised closing date to Suzanne Hilton, Chief Executive by email or post to: recruitment@ageukbolton.org.uk

Age UK Bolton, The Square, 53-55 Victoria Square, Bolton BL1 1RZ

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