



Please Return To: Cleo Smith  
 Age UK Ashford  
 The Joe Fagg Community Centre  
 Stanhope Road  
 Ashford  
 Kent  
 TN23 5RF  
 01233 668765

## Position Applied for

### Personal Details

<b>Title</b>	<b>Surname</b>	<b>First name(s) (underline the one you are known by)</b>
<b>Home address</b>		
<b>Post code</b>		
<b>Telephone</b>		
<b>Mobile Number</b>		
<b>E-mail</b>		
<b>Nationality</b>		

**Do you need a work permit for permanent employment in the UK? YES/NO**

**Do you hold a full UK driving licence? YES/NO**

**Your position is subject to a Criminal Record Check, Do you hold any previous or current criminal convictions yes/no**

**If yes please give reasons.**

### Education - Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications etc** held or currently studied for. **List most recent first** and give all results known whatever the outcome.

From - To month/year	Higher Education	Award and Title of Award (HND/Degree/Dipl/MSc/PhD etc) List main subjects below title	Results (expected/awarded)

**Education - Schooling**

Name and address of School/ College Attended	Subject	Date(s) gained	Grade

**Employment and Work Experience**

**Please provide a full employment history including any gaps in employment**

From - To month/year	Employer Name And address	Job Title, Responsibilities and reason for leaving

**Personal Interests and Achievements**

Use the space below to describe any your personnel interest.

## Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application.

Where did you hear of us or see an advertisement?

## Career Choice

Explain why you have applied for this job position.  
Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences).  
Emphasise why you consider yourself to be a strong candidate.

Continue on a separate sheet if required.

## Health Declaration

Please give details of any health matters of relevance to the work applied.

## Referees

Your first Referee must be your present or most recent employer.

Referee one

Name

Position

Address

Telephone

Email

Do we have your permission to contact this referee?

Yes/No

Referee two.

Name

Position

Address

Telephone

Email

**Availability**

Please give any dates when you are **not** available for Interview.

Please give the length of your notice period

**Declaration**

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn. I have attached the Equal Opportunities Monitoring Data.

Signed..... Name (please print) .....Date.....

**For office use only**

Date Application received.....

Interview offered Yes/No

Interview Date/time.....

Date References sent.....

Date reference one received.....

Date reference two received.....

Position offered Yes/NO      Date of Position offer.....

If no give Reason.....

.....

Start Date Of Employment.....

Date Probation Period Ends.....

DBS Application Sent .....

DBS No.....

Other Comments.....

.....

.....

Authorised Signature.....Name.....Date.....