

###### APPLICATION FORM (Strictly Confidential)

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| **Post Applied For: Deadline:** |

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| **Last/Family Name: Title:** |

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| --- |
| **First Name(s):** |

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| --- |
| **Address (including postcode):** |

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| --- |
| **Tel. No(s): Home:**  **Work (if available):**  **Mobile:** |

|  |
| --- |
| **Email:** |

|  |  |  |
| --- | --- | --- |
| **NI No:** |  | **Current driving licence? Yes / No** |

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| **When would you be able to start work?** |

Are you related to an existing employee or Trustee of

Age UK Bath & NE Somerset? YES / NO

If YES, please give details:

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Please give the name, address and telephone number of TWO REFEREES, preferably those who know you in a professional capacity, one of whom should be your current or most recent employer, and state in what capacity they know you.

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| --- | --- | --- |
| **(1)**  **Name/Position:**  **Address:**  **Tel:**  **Email:**  **How known:** |  | **(2)**  **Name/Position:**  **Address:**  **Tel:**  **Email:**  **How known:** |

May we contact your referees before interview?

Referee 1: YES / NO Referee 2: YES / NO

Please complete the sections on the following pages, using a separate additional sheet for each section if necessary.

1. Education & Qualifications (showing most recent first):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, College or Training Organisation | Date  from | Date  to | Subject Studied or Qualification gained | Level or Grade |
|  |  |  |  |  |

2. Other Training (with dates):

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3. Present or most recent Employer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name & Address of Present or Most Recent Employer | Job Title / Department | Present or most recent Salary | Date  Appointed | Date Left (if applic-able) |
|  |  |  |  |  |

4. Summary of present (or most recent) duties and responsibilities and state reason for leaving/wanting to leave:

|  |
| --- |
| Summary: |
| Reason for leaving/wanting to leave: |

5. Previous Employment:

|  |  |  |
| --- | --- | --- |
| Dates from / to | Name & address of employer | Position held & summary of main duties / reason for leaving |
|  |  |  |

Please continue on a separate sheet if necessary.

6. Other relevant experience, interests and public duties, etc:

Please continue on a separate sheet if necessary.

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7. Please summarise why you feel you are suitable for this post by referring to any previous experience, skills and any other relevant information (please see the job description and person specification):

Please continue on the next sheet.

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Section 7. (continued)

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I certify that the information given on this form is true and correct to the best of my knowledge and I understand that the giving of false or misleading statements or withholding material information may result in disciplinary action including dismissal.

Signed: …………………………………………………

Date: …………………………………………………

Please note that CVs are not to be included with your application form and they will be disregarded if they are sent in.

Any offers of employment will be subject to satisfactory references and checks.

**Please return your completed application form to:**

Private & Confidential

Keri Grinham

Age UK Bath & NE Somerset

The Studio, Alexander House, James Street West

Bath BA1 2BT

Or

*Keri.grinham@ageukbanes.co.uk*