|  |  |  |  |
| --- | --- | --- | --- |
| POST APPLIED FOR: | Date Received | Shortlisted | Candidate # |
| **PLEASE TELL US THE JOB YOU ARE APPLYING FOR** | For Office Use Only |  |  |

PERSONAL DETAILS:   
**Please Word-process/Type or use CAPITALS if hand-written.**

|  |  |  |
| --- | --- | --- |
| FIRST NAME(S): | LAST NAME: | |
| ADDRESS: | | |
|  | | |
|  | | POSTCODE: |
| EMAIL: | | |
| TELEPHONE – HOME: | | |
| TELEPHONE – MOBILE: | | |
| TELEPHONE – WORK: | | |
| May we contact you at work? | | |
| Best time to contact you? | | |
| How much notice do you have to give to your present employer? | | |

DECLARATION

I declare that the information given throughout my application form is, to the best of my knowledge, true, complete and accurate. I understand that making any false statements during the application process will lead to my dismissal if appointed.

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN THE COMPLETED FORM TO:

Age UK Berkshire, Huntley House, 119 London Street, Reading, Berkshire, RG1 4QA

Telephone: 0118 959 4242 Fax: 0118 956 9403 Email: [info@ageukberkshire.org.uk](mailto:info@ageukberkshire.org.uk)

|  |
| --- |
| We will not make any further contact with you unless we shortlist you for interview; if you do not hear from us again, you have not been successful in your application. However, do not let that put you off further applications for other posts with Age UK Berkshire. |

**Equalities & Diversity Monitoring Questionnaire**

**Please Word-process/Type or use CAPITALS if hand-written.**

Monitoring the diversity of our applicants and staff is an essential part of  
Age UK Berkshire’s commitment to Equalities and Diversity.

Completion of these two pages is optional. The details you complete remain entirely confidential and are not made use of in shortlisting or the selection process.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE OF BIRTH:** | | | | | | **AGE:** | | |
| **GENDER:** | Male | Female | | | | Prefer not to say | | |
| **DISABILITY**  A disability is a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities.  Do you have any disabilities that affect you on a day to day or occasional basis?  **PLEASE ALSO SEE THE NEXT PAGE ABOUT LIMITED PHYSICAL ACCESS** | | | | | | | | |
| Yes | | No | | | | Prefer not to say | | |
| **PLEASE TELL US ABOUT YOUR ETHNIC ORIGIN:**  These classifications are the ones recommended by the Equality & Human Rights Commission as used in the 2011 Census.  Please select one box which best describes your ethnicity. If you wish to classify yourself in some other way, please use the additional space provided. | | | | | | | | |
| **Asian** | | | | | **White** | | | |
| Indian | | | | | British | | | |
| Pakistani | | | | | English | | | |
| Bangladeshi | | | | | Scottish | | | |
| Chinese | | | | | Irish | | | |
| British | | | | | Northern Irish | | | |
| English | | | | | Gypsy or Traveller | | | |
| Any other Asian background | | | | | Other European | | | |
| **Black** | | | | | Other non-European | | | |
| Caribbean | | | | | **Dual Heritage** | | | |
| African | | | | | White & Black Caribbean | | | |
| British | | | | | White & Black African | | | |
| English | | | | | White & Asian | | | |
| Any other Black background | | | | | Other Dual Heritage background | | | |
| **Other ethnic background** | | | | |  | | | |
| Arab | | | | | Any other ethnic group: | | | |
| **SEXUAL ORIENTATION:**  To help Age UK combat discrimination against, and to promote equality for lesbians, gay men & women and bisexuals, it is important that we attract applications from people of all sexual orientations*.* Please select the option which best describes your sexuality: | | | | | | | | |
| Prefer not to say | | | Heterosexual | | | | Bisexual | |
| Gay woman/Lesbian | | | Gay man/homosexual | | | | | |
| **BELIEF & RELIGION:**  To help Age UK Berkshire combat discrimination against, and to promote equality for people on the grounds of their religion or belief, it is important that we attract applications from people from diverse religious groups.Please select the option which best describes your belief: | | | | | | | | |
| No religion or belief | | | | Christianity | | | | Islam |
| Buddhism | | | | Sikhism | | | | Hinduism |
| Judaism | | | | Rastafarianism | | | | Atheism |
| Any other belief or religious affiliation | | | | | | | | Prefer not to say |
| **Age UK Berkshire’s premises are NOT accessible for people with mobility impairments and although we thoroughly welcome applications from everyone, we are unable to adapt our offices, workplaces and some working conditions sufficiently to accommodate some people with disabilities. Please complete the following information if there is anything you feel we need to be aware of, to make your application easier.** | | | | | | | | |
| **IS THERE ANY INFORMATION YOU FEEL WE SHOULD KNOW, TO ASSIST YOU?** | | | | | | | | |
| **WHERE DID YOU LEARN ABOUT THIS JOB?** | | | | | | | | |
| **ARE THERE ANY COMMENTS YOU WOULD WISH TO MAKE ABOUT THIS APPLICATION PROCESS (NOT ABOUT THE JOB ITSELF)?** | | | | | | | | |

In line with the Data Protection Act 1998, Age UK Berkshire notifies applicants & prospective employees on how their data will be processed and used:

All of this application form apart from this monitoring form will be retained for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms and also held in computer format.

If you wish to find out more information about our data retention and about our monitoring of applicants for employment, please contact Age UK Berkshire at the address shown on page one.

|  |  |
| --- | --- |
|  | Candidate #  **For Office Use Only** |

JOB APPLICATION FORM

**Please Word-process/Type or use CAPITALS if hand-written.**

|  |  |  |  |
| --- | --- | --- | --- |
| PRESENT OR MOST RECENT EMPLOYMENT | | | |
| NAME OF EMPLOYER: | | | |
| ADDRESS: | | | |
|  | | | |
|  | | | POSTCODE: |
| NATURE OF EMPLOYER’S BUSINESS: | | | |
| POST HELD: | | | |
| DATE STARTED: | | | DATE LEFT (if applicable): |
| SALARY/WAGES (per week?/per month?/per annum?): | | | |
| REASON FOR WANTING TO LEAVE (or if not currently employed, reason for leaving): | | | |
| PLEASE GIVE A DESCRIPTION OF YOUR DUTIES IN THIS POST: | | | |
| PREVIOUS EMPLOYMENT – Please include all paid work, voluntary work and an explanation of any gaps in your employment. Please start with the most recent. | | | |
| **Dates: from & to** | **Employer, Company or Organisation name** | **Position held; brief explanation of your duties; salary; reason for leaving** | |
|  |  |  | |

Please continue on ONE separate sheet as necessary

|  |  |  |
| --- | --- | --- |
| EDUCATION AND TRAINING – Please supply details of training courses attended and qualifications gained that may be relevant to this role and that can be supported with documentary evidence. Please start with the most recent. | | |
| **Name of school or college, etc.** | **Name of course or qualification** | **Date(s) of course** |
|  |  |  |
| Other Qualifications gained or non-qualification training: | | |
|  | | |

Please continue on one separate sheet as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DO YOU HAVE ANY RECREATIONAL PURSUITS, HOBBIES, VOLUNTARY WORK OR INTERESTS THAT YOU WOULD LIKE TO TELL US ABOUT? | | | | |
|  | | | | |
| PLEASE TELL US WHY YOU HAVE APPLIED FOR THIS POST, AND GIVE DETAILS OF YOUR EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES RELEVANT TO THIS JOB. **PLEASE** **DO NOT ATTACH YOUR CV AS THIS WILL BE DISCOUNTED.**  You should link your answers to the criteria shown in the Person Specification. | | | | |
|  | | | | |
| ***Please continue on a maximum of ONE separate sheet as necessary*** | | | | |
| **DISCLOSURE & BARRING SCHEME (formerly CRB) checks for Adult Workforce**  For some employment positions within Age UK Berkshire you will be required to have successfully passed a DBS check appropriate for your intended position; some positions will require an Enhanced and Barred List check. The Job Description for your applied position will clearly indicate whether the job role needs a check and to what level.  If you are signed up to the DBS Update Service and you believe your check is up-to-date and suitable for employment by Age UK Berkshire, all you need to do is show us the Certificate and give us permission to access your record.  If you are not signed up to the Update service, go to <https://www.gov.uk/disclosure>  If you have not undertaken a DBS check before, or information about your DBS status has changed since your last check, we will need to undertake a new DBS check for you.  **Disclosure of a conviction does not automatically exclude you from consideration, as all applicants will be assessed on merit.** | | | | |
| ARE YOU SIGNED UP TO THE DBS UPDATE SERVICE? ✓ | | | YES | NO |
| IF YOU ARE SIGNED UP, HAVE YOU UNDERTAKEN A CHECK FOR “ADULT WORKFORCE” Please indicate ✓ | | | YES | NO |
| DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? Please indicate ✓ | | | YES | NO |
| ARE YOU RELATED TO AN EMPLOYEE OF AGE UK BERKSHIRE? Please indicate ✓ | | YES  Please give details below | | NO |
|  | | | | |
| DO YOU HOLD A FULL DRIVING LICENCE? ✓ | | | YES | NO |
| DO YOU HAVE REGULAR USE OF A CAR? ✓ | | | YES | NO |
| **PLEASE GIVE US DETAILS OF 2 PEOPLE WHO WILL GIVE YOU REFERENCES** | | | | |
| 1) This reference should ideally be from your present or most recent employer or an education tutor if this is your first job. | | | | |
| CAN WE CONTACT THIS PERSON BEFORE YOUR INTERVIEW? YES/NO | | | | |
| NAME | | | | |
| OCCUPATION | | | | |
| ORGANISATION & ADDRESS | | | | |
| EMAIL | POSTCODE | | | |
| 2) This reference should not be from a relative, and should ideally be from someone who knows you in a “professional” context rather than solely as a friend.  **They must NOT work for the same organisation as reference 1.** | | | | |
| CAN WE CONTACT THIS PERSON BEFORE YOUR INTERVIEW? YES/NO | | | | |
| NAME | | | | |
| OCCUPATION | | | | |
| ORGANISATION & ADDRESS | | | | |
| EMAIL | POSTCODE | | | |
| **PLEASE MAKE SURE YOU HAVE SIGNED PAGE ONE**  If you are returning this form by electronic means, you are not expected to sign it, but will be asked to do so if successful in your application. | | | | |