Blackburn with Darwen ageUK

Applicant Number:

Application Form

PRIVATE & CONFIDENTIAL
THIS COVER SHEET WILL BE DETACHED FROM THE REST OF THE APPLICATION FORM SO THE SELECTION PANEL ARE NOT AWARE OF APPLICANT'S NAME OR IDENTIFIABLE INFORMATION AS PART OF SHORTLISTING

1.	Application for the post of	

2.	Title		First Name		Surname	
	Home Address					
					Postcode	
	Contact telephone no.			National insurance no.		
	Email Address					

Private & Confidential

Application No. …….

3.	Present post/job title					
	Name of present employer					
	Date Appointed		Salary		Notice Period	
	Reason for leaving		Date of leaving if applicable			

Previous employment and voluntary experience over the last two years– most recent first

(Please give exact dates and indicate any reasons for gaps in employment records. If necessary, please continue on a separate sheet to provide a full and complete employment history for the last two years.)

Employer	From	To	Post/job title	Salary	Reason for leaving

For employment and voluntary experience over two years ago, please give a summary

Absence Record - Please state the number of days and occasions of absence (not leave) in the past two years, or if employed for less than two years, during the period of employment.

Days:		Occasions:	

Is there any further information you would like to provide concerning your attendance record?

4. **Education** (details of Secondary Schools, Colleges and Universities and Professional Education)

Schools/Colleges/Universities and Professional Education	Subject	Level of Qualifications Obtained (including Awarding Body)

5. **Relevant training courses not covered in previous sections** (eg short courses, on the job training etc)

Membership of professional bodies

Body	Membership Status	Membership Granted

6. **Other Work and Interests**

Other Employment
Please give details of any other employment you would continue with if you were successful in obtaining this position

Public Duties:
Please give details of any public duties you are required to perform (e.g. JP, member of Local Authority etc.)

Voluntary work/Activities, Interests and Hobbies:
Please detail below any relevant interests and hobbies and any experience of voluntary work you may have.

7.	**Experience or achievements**
	Please refer to the list of essential and desirable criteria in the Person Specification and use the space below to tell us how you meet **each** of the criteria, as this is the information we will use to shortlist applications. In doing so you should include details of **relevant** experience, current duties and achievements to support this. If the Person Specification stipulates any qualifications are required for the role, please say how you meet them. Please also tell us your reasons for applying for this post. **Please note we do not consider CVs** Please use additional sheet(s) if necessary

8.	Organisational Values
	The job pack includes information about our organisational values. Please pick out two of these and explain how you would demonstrate these through this role.

9.	Do you hold a current full driving licence for a car (or other relevant vehicle)? Click/tick as appropriate	Yes ☐	No ☐

10. **References**

The organisation uses references to verify the information in a person's job application particularly in relation to employment/education history and therefore has specific requirements in relation to the referees provided. In addition we have also to meet the requirements of our insurance cover which, for some roles, has specific requirements.

The organisation requires people to provide a minimum of two referees, at least one of which must cover the last two years without gaps.

Employment - If you have been in employment during the last two years one of these references must be from your current or most recent employer. If you have been in more than one position of employment during the past two years we would require additional employer references to cover this period.

Education - If you have been in education we require a reference from the education institution or a tutor which includes verification of the dates of enrolment

Self-employment - If you have been self-employed we require a formal reference from a professional contact including, for example, an accountant, business landlord, solicitor or other relevant to your line of business.

Other circumstances - If you have not been in any of the above circumstances, for example have been carrying out a caring role, have been unemployed, volunteering or not working etc we will discuss with you at interview what references you are able to provide that meet the organisations requirements.

If your first reference meets the above and covers the last two years then a more personal referee for your second reference is acceptable.

If you cannot meet these requirements the organisation reserves the right to withdraw any offer of employment. Age UK Blackburn with Darwen reserves the right to seek any further references deemed appropriate.

If you want to discuss your referees please contact us to discuss.

Please give the name, address and occupation of two referees following the above guidance.

By providing these references you are consenting for us to request information from them about you that is relevant to this job application. We will only take up references for the successful candidate.

1. Name of current/most recent employer		2. Name	
Address		Address	
Email Address		Email Address	
Telephone Number		Telephone Number	
Occupation		Occupation	
Relationship		Relationship	

11. **Working in the UK**

Are there any restrictions on you taking up employment within the UK? ☐ Yes ☐ No

12. **Criminal Convictions**

If you are offered the position, we will require you to disclose information regarding all **"unspent"** convictions for **all** posts within our organisation. For some posts that bring employees into direct contact with vulnerable adults you will be required to disclose **any convictions, cautions, reprimands or final warnings** which would not be filtered in line with current guidance.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

If your application is successful and if applicable to your role, under legislation for the Safeguarding of Children and Vulnerable Adults, you will be asked to agree to an enhanced check being made by the Disclosure and Barring Service about the existence and content of a criminal record. For all other roles you will be asked to agree to a Basic Disclosure being carried out about the existence of **"unspent"** convictions.

A criminal record will not necessarily debar you from employment with our organisation.

DECLARATION: Read the declaration below, click/tick the boxes and sign and date to show you accept the statement

I state that the information I have provided in this application form is true to the best of my knowledge and understand if it is found that I have deliberately given false or misleading information I am liable to be dismissed. ☐

I understand that, in accordance with current Data Protection regulations, the personal details submitted with the application form will only be used for selection and interview procedures. During the recruitment process I understand that relevant information may need to be shared as detailed in the Privacy Notice for Job Applicants, if necessary, and I agree to my details being held and processed for this purpose. I understand that should I fail to do so, any offer of employment may be withdrawn. In addition I understand that if, from the information revealed by the Basic or Enhanced Disclosure, it is concluded that I do not meet the requirements of the post, any offer of employment may be withdrawn or my employment terminated. ☐

I understand that, in accordance with current Data Protection regulations, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful and I agree to my details being held for this purpose. ☐

Signature: ..... **Date:** .....

Equality & Diversity - Age UK Blackburn with Darwen is an equal opportunities employer and is committed to equality and diversity and its managers have a duty to ensure that all recruitment decisions are based on criteria relevant to the job. We will not discriminate unfairly on the grounds of an applicant's age, gender or gender identity, race or ethnicity, disability, sexual orientation, religion or belief, or other unjustifiable criteria.

disability confident COMMITTED	Please click/tick as appropriate
Being a Disability Confident employer, Age UK Blackburn with Darwen is committed to ensuring the recruitment process is fair for all candidates. For this purpose do you consider yourself to have a disability?	☐ Yes ☐ No
If you are selected for interview, are there any reasonable adjustments needed for the recruitment process, such as for an assessment and interview? If you tick yes we will contact you for further information	☐ Yes ☐ No

Final Checklist - Please ensure that you have:

☐	Filled in all relevant parts of the form
☐	Signed and dated the form (can be typed in if returning via email)
☐	Completed the equal opportunities monitoring form

	☐	Taken a copy of your application form for your own records

THE INFORMATION SHARED ON THE E&D FORM ON THE FOLLOWING PAGES WILL NOT BE SHARED WITH THE SELECTION PANEL AND WILL NOT AFFECT YOUR APPLICATION IN ANY WAY.

Age UK Blackburn with Darwen - Equality & Diversity Monitoring Form

To support our aim of ensuring equity of opportunity for all who wish to apply for employment with us we need to carry out anonymised equality and diversity monitoring of applications. The information provided below will not be shared with the selection panel and will not affect your application in any way. The information kept confidential and is only used in an anonymised form to allow us to monitor and analyse application and success rates between genders, people of different sexual orientation, ages, different ethnic backgrounds, and people with disabilities. The purpose of this is to enable us to take action if this monitoring shows inequity.

1. **Post applied for** .....

2. **Age** 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐

3. **Gender** Male ☐ Female ☐ Prefer not to say ☐ Prefer to self-identify ☐

4. **Gender Identity** If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex, which group do you identify with?

   Transsexual ☐ Transgender ☐ Intersex ☐ Prefer not to say ☐

5. **Sexual Identity** Heterosexual ☐ Bisexual ☐ Gay ☐ Lesbian ☐ Prefer not to say ☐

   Prefer to self-identify ☐

6. **Ethnicity** – please tick against one of the following

Asian or Asian British		Mixed	
Bangladeshi	☐	Black and White Caribbean	☐
Indian	☐	Black and White African	☐
Pakistani	☐	Asian and White	☐
Any other Asian background	☐	Any other mixed background	☐
Please specify if you wish:		Please specify if you wish:	
Black or Black British		**White**	
African	☐	British	☐
Caribbean	☐	Irish	☐
Any other Black background	☐	Any other White background	☐
Please specify if you wish		Please specify if you wish:	
Chinese or other ethnic group			
Chinese	☐	**Prefer not to say**	☐
Any other	☐		
Please specify if you wish:			

7. **Disability** - Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if:
   - they have a physical or mental impairment
   - the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Yes ☐ No ☐ Prefer not to say ☐

This information is provided for monitoring purposes only. If you need any reasonable adjustments, you should arrange these separately

Thank you for completing this form