

1. Application for the post of

2.	Title	First Name	Surname
Home Address			
			Postcode
Contact telephone no.		National insurance no.	
Email Address			
Do you hold a current full driving licence for a car (or other relevant vehicle)? Click/tick as appropriate			Yes <input type="checkbox"/> No <input type="checkbox"/>

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, 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. 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. **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	

10. **Working in the UK**

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

11. **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.



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

Age UK Blackburn with Darwen Registered Charity 1143809
Age UK Blackburn with Darwen Trading Ltd is registered in England and Wales No. 2965744
Last reviewed November 2023 ♦ Next review due November 2025

Age UK Blackburn with Darwen - Equality & Diversity Monitoring Form

The intention of monitoring and analysis is to establish if there are different success rates between genders, people of different sexual orientation, ages, different ethnic backgrounds or faiths, and people with disabilities. If there are differences in success rates it will enable action to be taken to ensure that no group is treated unfairly. Your answers will be treated confidentially and will not affect your application in any way.

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

Bangladeshi
Indian
Pakistani
Any other Asian background
Please specify if you wish:

Mixed

Black and White Caribbean
Black and White African
Asian and White
Any other mixed background
Please specify if you wish:

Black or Black British

African
Caribbean
Any other Black background
Please specify if you wish:

White

British
Irish
Any other White background
Please specify if you wish:

Chinese or other ethnic group

Chinese
Any other
Please specify if you wish:

Prefer not to say

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

Please describe the nature of your disability

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