#### CONFIDENTIAL

**APPLICATION FORM**

**Selection for interview will be made only from application forms that have been completed in full and returned by the advertised closing date. CVs will not be taken into account and therefore are not required. Please return and marked ‘Confidential’ to: Age UK Bournemouth, 700 Wimborne Road Winton Bournemouth BH9 2EG**

**Age UK Bournemouth is committed to equal opportunities at all stages of the recruitment process. If you have difficulty in completing this application form please contact us.**

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| --- | --- |
| **For the post of:** |  |
| **Where did you see this vacancy advertised?** |  |
|  |  |

**Section 1: Personal Details:**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Home address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Mobile number:** |  |
| **Home telephone number:** |  |
| **National Insurance Number:** |  |

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| Please delete as appropriate |
| **Are you eligible to work in the UK?** *In accordance with the amendment to the Immigration, Asylum, and Nationality Act 2006, effective 29 February 2008, you are required to provide proof of the Right to Work in the UK.* | **Yes / No** |
| **If you were successful in your application, please supply the earliest date on which you could start work:** |  |

**Section 2: Secondary / Higher / Further Education & Training:**

Please give details of all institutions attended and examinations passed, including certificates, diplomas or degrees. You may be asked to provide the original of your qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University** | **Qualifications** | **Grade** | **Date passed** |
|  |  |  |  |

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| **Please give details of any other education or training you have undertaken (including training & non-exam courses) :** |
|  |

**Professional Membership:**

|  |  |  |
| --- | --- | --- |
| **Name of professional body** | **Date of membership** | **Status** |
|  |  |  |

**Section 3: Employment Record**

Please list chronologically, starting with your current or last employer your full employment history since leaving school

include any voluntary work. You must explain any gaps in your employment history in Section 7 of this form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Post held** | **Brief outline of duties** | **Date From-To** | **Salary / Reason for leaving** ***(if applicable)*** |
|  |  |  |  |  |

**Section 4: Voluntary Work**

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| **Please give details of any voluntary work you have undertaken or have been involved in.** |
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**Section 5: About You**

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| **Why do you want to work for Age UK Bournemouth** |
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**Section 6: Supporting Statement**

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| Complete this section as fully as possible. **It is very important in shortlisting for interview**. Please refer to the **person specification and job description** to see what skills, experience and knowledge are required for this job and give examples that relate to your experience - including details of any special skills, qualifications or experience which make you particularly suitable to this post. Include both relevant paid and voluntary experience. You will be required to further demonstrate these skills & experiences at interview. Please limit your response to 2 pages. |
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**Section 7: Supporting Statement (continued)**

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**Section 8: Other Information**

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| --- | --- |
| **Please give details and explanation of any gaps in your employment / education history (*any time when you were neither in work or full-time education*.)** |  |
| **Have you made a previous application to our organisation?****If so, when was this and what was the outcome?** |  |
| **Do you hold a full clean driving licence?** **Do you have access to transport i.e. car, bus, taxi?** |  |
| **Are you related to or partner of any employee of Age UK Bournemouth, its Board or Commissioners?****If yes, please give details:** |  |

**Section 8: References**

Please give details of two people from whom references can be sought. One of the referees must be your current or most recent employer – references from friends or relatives cannot be accepted. If this is an application for your first job this may be your school teacher / higher / further education lecturer References will only be taken if you commence employment with us.

|  |  |
| --- | --- |
| **Reference one** | **Reference two** |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Relationship:** |  | **Relationship:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
| **Email:** |  | **Email:** |  |
| **Telephone Number:** |  | **Telephone Number:** |  |
| **Dates Employed:** |  | **Dates** **Employed:** |  |

**Section 9: General Data Protection Regulations 2018**

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| The information you supply in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personal file. If you are not successful, your details will be kept for one year and then destroyed.I understand that the Information on my job application form may be held on manual or computer systems |
| Signed: | Date: |

**Section 10: Declaration**

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| I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I also understand that if it is subsequently discovered any statement within is false or misleading, or that I have withheld or not declared any relevant matters which could affect my application, this may lead to the withdrawal of any offer of employment or termination of future employment.  |
| Signed: | Date: |

**Age UK Bournemouth is committed to safeguarding and promoting the welfare of older people and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.Any offer of employment will be subject to receipt of satisfactory references and where necessary a DBS check.**

**Please complete the following monitoring forms and return with your application**

**These forms will be separated from application form prior to shortlisting**

**and will not be available to those involved in the selection process.**

**Section 11: Declaration of criminal record**

Because of the sensitive nature of the duties the post holder may be expected to undertake, you are required to disclose details of any criminal record, under the [**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended on 2013)**](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)**.**

You must provide this information. Disclosures need not necessarily be a bar to obtaining this position.

If you are shortlisted and have declared a criminal record and if we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the role.

If you require further information or have any concerns about filling in this declaration, please contact: sarah.lloyd@ageukbournemouth.org.uk

In the event that your application is successful and you are offered the post, a Disclosure and Barring check will be sought if applicable to the role.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of the cautions and convictions can be found on the [**Disclosure and Barring Service website**](https://www.gov.uk/government/collections/dbs-filtering-guidance)

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|  Please delete as appropriate |
| **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?**  | **Yes / No** |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | **Yes / No** |
| **Are you barred from working with vulnerable groups or subject to sanctions of a regulatory body?**  | **Yes / No** |
| **If yes to any of the above, please supply details:** (Contact sarah.lloyd@ageukbournemouth.org.uk for further advice if necessary) |
| **Nature of Offence:**(i.e. conviction, caution, bind over, reprimand, warning or allegation) | **Offence** | **Date of Offence** | **Disposal (if known)** |
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| **I confirm that the information given here is true** | Signed: | Date: |

**This part of the form is separated from application form prior to shortlisting and will not be available to those involved in the selection process**

**Section 12: Equal Opportunities Monitoring Form**

Age UK Bournemouth is committed to promoting and developing equality of opportunity in all areas of its work. We assess job applicants solely on merit, ability and potential, irrespective of ethnic or national origin, gender, sexual orientation, age, disability, religion, family circumstances and social and economic status.

To ensure that our equal opportunities policy is effective, monitoring of job applications is carried out. It will help us implement our policy if you fill in this form. The answers you provide will be treated in the strictest confidence and will only be used for statistical monitoring.

|  |
| --- |
| **Ethnicity:****Which of the following best describes your ethnic origin?***The following ethnic categories are taken from the last UK Census (2011)* |
|  |
| **Black or Black British** |  | **White** |  | **Asian or Asian British** |
| BC | Caribbean |  | WB | British |  | AI | Indian |  |
| BA | African |  | WI | Irish |  | AP | Pakistani |  |
| BB | Black British |  | WO | Other |  | AB | Bangladeshi |  |
| BO | Black Other |  |  |  | ABr | Asian British |  |
|  |  |  |  | AO | Asian Other |  |
|  |  |  |
| **Mixed** | **Chinese or Other Ethnic** |  |  |
| MWC | White & Black Caribbean |  | CC | Chinese |  | **EP** | Prefer not to say |  |
| MWB | White & Black African |  | CB | Chinese British |  |  |  |
| MWA | White & Asian |  | CO | Chinese Other |  |  |  |
| MB | Mixed British |  |  |  |  |  |
| MO | Mixed Other |  |  |  |  |  |
|  |
| **Disability:** |
| **Do you have a disability?**  | **Yes** |  |  | **No** |  |  |
| *The Equality Act 2010 defines a person as having a disability if s/he has a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.***If yes, please indicate:** |
| **D1** | **Cognitive** | *Such as autistic spectrum disorder or resulting from head injury* | **Yes** |  |  |
|  | **Impairment** |  |
| **D2** | **Long-standing illness or** | *Such as cancer, HIV, diabetes, chronic heart disease or*  | **Yes** |  |  |
|  | **health condition** | *epilepsy* |
| **D3** | **Mental health condition** | *Such as depression or schizophrenia* | **Yes** |  |  |
|  |  |  |
| **D4** | **Physical impairment or**  | *Such as using a wheelchair or crutches or difficulty using arms* | **Yes** |  |  |
|  | **Mobility issues** |  |
| **D5** | **Specific Learning Disability** | *Such as dyslexia or dyspraxia* | **Yes** |  |  |
|  |  |  |  |
| **D6** | **Deaf or serious hearing** |  | **Yes** |  |  |
|  | **Impairment** |  |
| **D7** | **Blind or serious visual** |  | **Yes** |  |  |
|  | **impairment** |  |
| **D8** | **Other type of disability** |  | **Yes** |  |  |
|  |  |  |
| **D9** | **Prefer not to say** |  | **Yes** |  |  |
| **D10** | **Do you require any reasonable adjustments to assist with the recruitment process?**  |  | **Yes** |  |  |
|  |  |  |
|  |
| **Gender:** |
| **Are you…?** | **GF** | **Female** |  | **GM** | **Male** |  | **GP** | **Prefer not to say** |  |
|  |
| **Sexual Orientation:** |
| **Are you…?** | **SB** | **Bisexual** |  | **SL** | **Lesbian** |  | **SG** | **Gay** |  |
| **SH** | **Heterosexual** |  | **SO** | **Other** |  | **SP** | **Prefer not to say** |  |
|  |
| **Age:** |
| **Are you…?** | **A1** | **16 -19** |  | **A2** | **20 – 29** |  | **A3** | **30 - 39** |  |
| **A4** | **40 – 49** |  | **A5** | **50 – 59** |  | **A6** | **60+** |  |