**Application Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please complete ALL sections in BLACK ink or type.**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST APPLIED FOR:** | **HOURS:** |  | **Please indicate where you saw this post advertised:** |

 |

|  |
| --- |
| **CONTACT DETAILS** |
| If hand-writing the form, please complete this section in **CAPITAL** letters:Title: First Name: Surname: Address for correspondence: Post Code: Telephone:Email: |

|  |
| --- |
| **REFERENCES** |
| Please provide the names and addresses of at least TWO referees, indicating in what capacity you know them. One of these must be the present or most recent employer, as stated above**.** **Please note that friends and relatives are not acceptable referees regardless of their occupation or professional qualifications.** |
| 1. REFEREE

Name:Address:E Mail: | 1. REFEREE

Name:Address:E Mail: |
| In what capacity is the referee known to you? | In what capacity is the referee known to you? |

|  |
| --- |
| **DETAILS OF CURRENT/LAST EMPLOYER** |
| Name of  | Job Title | Salary | Employer Dates with Employer | Reason forLeaving |
|  |  |  |  |  |
| Current Notice Period:  |
| Give a brief description of your current duties and responsibilities: |

|  |
| --- |
| **DETAILS OF OTHER PREVIOUS EMPLOYMENT (most recent first)****LAST TEN YEARS MUST BE ENTERED – PLEASE ACCOUNT FOR ANY GAPS IN EMPLOYMENT.** |
| Name and Address ofEmployer | Job Title | Salary | Dates with Employer  | Reason forLeaving |
|  |  |  |  |  |

|  |
| --- |
| **OTHER EMPLOYMENT** |
| **Please note any other employment that you would continue with if you were to be successful in obtaining the position:** |

|  |
| --- |
| **EDUCATION AND OTHER RELEVANT TRAINING** |
| Secondary School/College/University/Professional Assoc. | Dates Attended | Qualifications Gained and Grade |
|  |  |  |

|  |
| --- |
| **CRIMINAL RECORD** |
| **All applicants must complete the Criminal Record Declaration Form which is attached separately.****Some positions require us to carry out a criminal record check through the Disclosure & Barring Service (DBS).** **DBS Checks may be requested depending on the nature of the job.** |
| **EXPERIENCE AND SKILLS** |
| Please use this space to demonstrate how you meet **each point** of the **essential and desirable** requirements of the Person Specification. Please take every opportunity to answer each point drawing on work, voluntary and other experiences, skills and knowledge. Please note that CVs are not accepted as an alternative to filling in this section. **FAILURE TO DO THIS MAY MEAN THAT YOUR APPLICATION MAY NOT BE CONSIDERED.**  |
|  |

|  |
| --- |
| **Are there any restrictions on you taking up employment in the UK*? (PLEASE CIRCLE)*** |
| Yes NoIf Yes, please provide details: |

|  |
| --- |
| **For driving positions ONLY: Current Driving Licence** |
| Do you hold a current Driving Licence?Yes NoGroups:Expiry Date:Details of Endorsement(s): |

|  |
| --- |
| **DECLARATION – please read this carefully before signing this application** |
| Thank you for taking the time to complete this application form. Please sign the declaration below to confirm that the information you have given is correct and, in accordance with the Data Protection Act 1998, 2003 & 2018 and the General Data Protection Regulation (GDPR) 2018.Any offer of employment with Age UK Bromley & Greenwich is subject to the receipt of at least two satisfactory references and, if appropriate, a satisfactory DBS check.Please note that some information will be entered into Age UK Bromley & Greenwich’ recruitment database but will not be disclosed outside Age UK Bromley & Greenwich without your consent. In accordance with the Data Protection Act and GDPR, it is agreed that Age UK Bromley & Greenwich may hold and use personal information about me for personnel reasons and to enable Age UK Bromley & Greenwich to keep in touch with me. This information is stored in both manual and computer form. 1. I confirm that the information provided in this application and any attachments is complete and correct. I understand that it is a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of material fact or deception will cause for immediate cancellation of consideration for employment, or dismissal if already employed.
2. I agree that should I be successful in this application, Age UK Bromley & Greenwich will, if a requirement of the role, apply to the Disclosure & Barring service for a Disclosure & Barring Certificate. I understand that should the disclosure not be to the satisfaction of the charity any offer of employment may be withdrawn or my employment terminated.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(If completing this section electronically typing your name where you would sign is accepted as consent)Should alternative similar roles become available, would you be happy for AUKBG to contact you about these? *(please indicate below)*Yes No |