**APPLICATION FORM**

Please complete this form referring to the guidance notes when completing each section of this form. Where necessary continue your answers on a separate sheet, which may be typed.

**Please note that CVs are not acceptable and will be discounted.**

1. **Which post are you applying for?**

How did you learn of this vacancy?

**2. Personal Details**

Surname: Forenames:

Address: Postcode:

Home no: Work No:

Mobile no: Email:

**3.** **Employment History**

|  |  |  |
| --- | --- | --- |
| Current / Most recent employer | From / To | Role Title / Brief description of duties |
| Notice Required: |  | Present Rate of Pay:  Reason for leaving: |
| Previous employers | From / To | Role Title / Brief description of duties |

**4. Education**

|  |  |  |
| --- | --- | --- |
| General Education | Level | Grade |
| Further Education/ Professional Qualification | Qualification | Grade/Class |

**5. Practical Training/Personal Development**

|  |  |
| --- | --- |
| Organisation | Qualifications Gained |

**6. Immigration, Asylum and Nationality Act 2006**

Under the Immigration, Asylum and Nationality Act 2006, we can only offer you a position if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation e.g. passport, birth certificate. Are you legally entitled to live and work in the United Kingdom and able to produce documentation?

Yes ☐ No ☐

You are advised that we check documents thoroughly and cooperate fully with the UK Border Agency to prevent illegal working. We reserve the right to check with the UK Border Agency applicant’s documents.

**7. Additional Information in support of your application**

|  |
| --- |
|  |

**8. Why do you want this role?**

|  |
| --- |
|  |

1. **References**

|  |  |
| --- | --- |
| 1. Present Employer/most recent  Name: | 2. Previous Employer  Name: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone no: | Telephone no: |
| Email: | Email: |

1. **Driving:**

Do you hold a current full driving license? Yes No ☐

Do you have use of a vehicle? Yes No ☐

If driving is a requirement of the role, please give details of any endorsements:

1. **Equality Act 2010**

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage?

Yes ☐ No

If yes, to assist us in considering your application, please detail below if you believe there are any reasonable adjustments we should be making:

1. **Disclosure & Barring Service and Rehabilitation of Offenders Act**

Age UK Buckinghamshire is of the opinion that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended (the “Exceptions Order”) applies to its activities/roles as our work involves contact with vulnerable people. Applicants must therefore declare all past criminal convictions whether spent or unspent.

A criminal record will not necessarily be a bar to obtaining a position within Age UK Buckinghamshire. All information supplied by candidates will be treated confidentially and we reserve the right to make further enquiries before reaching a decision on the application.

Do you have a criminal conviction or have you ever received a caution, reprimand or final warning and/or convictions, including those that are spent:

Yes No ☐

If yes please provide details of all criminal convictions, cautions, reprimands or final warnings below, including those that are spent:

1. **Signature**

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a role offer or termination of employment or agreement without notice. Please note that all information received will be processed under the terms of the Data Protection Act 2018 (GDPR).

Signed: Date:

**GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM**

Age UK Buckinghamshire aims to give all applicants the best opportunity to be successful when applying for either employment, volunteering or as an Agent. **Please read these notes carefully.** The application form plays an important part in our selection process and has been designed to provide relevant information to those involved in the recruitment process.

The numbered paragraphs on this document refer to the headings within the Application for the form.

1. Clearly state **the post you are applying for** and how you learnt about the vacancy. This will help us to process your application and monitor the effectiveness of our recruitment process.
2. **Personal Details**: Enter your personal details fully and clearly so we may contact you about your application. Include your Postcode.
3. **Employment History:** Enter the details of your current or most recent post, with a brief description of your current duties together with your rate of pay and notice required of your present employer. If you have been unemployed for a long time please enter the details relating to your last job. Please then include any previous employment you have had.
4. **Education:** Give full details of all educational, vocational and professional qualifications with attainment level.
5. **Practical Training/Personal Development**: Please indicate any courses you have attended, unpaid work or voluntary work you have undertaken and any public services or duties you consider relevant, together with outcomes where applicable. This could be a formal course you have attended, any forms of mentoring, coaching or membership of associations or professional groups. Think carefully about how you have developed your skills throughout your career or your personal life and note anything you feel relevant to the post under consideration.
6. **Immigration, Asylum and Nationality Act 2006**: under this Act we can only offer you a position if you have the right to live and work in the United Kingdom. Please complete accordingly.
7. **Additional Information in support of your application**: This is an opportunity to draw attention to aspects of your career, interests, skills or ambitions, which make you suitable for this role. If you have little or no work experience or have not worked for a long time, think of how you can transfer skills used at school, college or at home, such as planning a project, course work, organising events, household budgeting or IT skills.
8. **Why do you want this role**? State why you are interested in applying for this position and make particular reference to the Role Description and Person Specification. This is an opportunity to sell yourself – to let us know why we should choose you for this post. Please **do not** attach your curriculum vitae. We require a full application form from all applicants.
9. **References:** Satisfactory references are required before an appointment can be confirmed and we would expect these to be received within one month of your start date. One referee should be your present or most recent employer, the other may be someone who knows you well enough to comment on your ability to fulfil the role. Any person related to you does not qualify as a suitable referee. We reserve the right to ask you for further references.
10. **Driving:** Complete this section only if driving is a necessary part of the role you are applying for. Please refer to the Role Description for details of the duties involved and whether a car of your own is a requirement for this role. Include details of any endorsements on your licence should driving be a necessary part of the role.
11. **Equality Act 2010:** this Act protects people with disabilities from unlawful discrimination. Please supply us with any information that will help us with your application.
12. **DBS Disclosure and Barring Service:** Please note that an Enhanced DBS disclosure will be requested in the event of a successful application for all roles within Age UK Buckinghamshire. A criminal record will not necessarily be a bar in obtaining a position within Age UK Buckinghamshire.

Age UK Buckinghamshire is of the opinion that all posts are exempt from the Rehabilitation of Offenders Act when an employee’s work brings them into contact with vulnerable people and that applicants are required to declare **all** past criminal convictions. Age UK Buckinghamshire recognises that it has a duty to vulnerable older people to take account of offences that may have a direct bearing on a candidate’s suitability for the post.

1. **Signature:** The information you have entered should be to the best of your knowledge true and complete. By signing this form you are indicating that you understand that your application will be disqualified, or if already appointed, disciplinary or dismissal action considered, if you have knowingly given false evidence or withheld information relevant to the role in question.

**Equality and Diversity Monitoring**: All stages of the recruitment process are monitored to check that discrimination of any kind is not taking place. To help us to ensure this we request that all applicants provide the information requested on the Equal Opportunities Monitoring Form. This information is used solely for monitoring purposes and is not available to those short listing or interviewing for posts within Age UK Buckinghamshire. The full Equal Opportunities Statement and Policy for Age UK Buckinghamshire can be viewed on our website: www ageukbucks [org.uk](http://org.uk)

**Returning the completed form:**

Your completed form should be returned to the **email provided,** to arrive no later than the stated closing date. If you have not heard from us within **two weeks** of the closing date, please assume that on this occasion your application has not been successful. This should not, however, prevent you from applying for any future posts we advertise.

Information provided by you on this form and the Equal Opportunities Monitoring form (provided separately) will be held both manually and on a computer system. Please let us know if you are happy for us to retain your details if you are unsuccessful. We normally keep application forms from unsuccessful applicants securely for a period of 12 months, to consider against any future similar vacancies, after which they are shredded. All information held is subject to the requirements of the Data Protection Act 2018 (GDPR).