

# IN CONFIDENCE

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| Application for the post of | OLDER PERSONS SCAMS AWARENESS AND AFTERCARE PROJECT MANAGER |

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| PERSONAL INFORMATION | |
| Title |  |
| Surname |  |
| **First Names** |  |
| Address |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| National Insurance Number |  |
| Are there any restrictions on you taking up employment in the UK? (If Yes, please provide details). |  |

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| PRESENT EMPLOYMENT | |
| **Name of Employer** |  |
| Address |  |
| **Date Employment Commenced** |  |
| **Notice Period Required** |  |
| **Present Position** |  |
| Current Salary |  |
| Brief Description of Duties |  |

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| **PREVIOUS EMPLOYMENT** | | | |
| Name & Address of Employer | DatesFrom To | **Title of Post Held & Brief Description of Duties** | Reasons for Leaving |
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| **EDUCATION** | | | |
|  | **Name** | **Dates Attended**  **From To** | **Examination Passes** |
| **Secondary School** |  |  |  |
| **Further/Higher**  **Education** |  |  |  |
| **Other courses/training etc** |  |  |  |

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| CAR OWNER/DRIVER | |
| **Do you possess a current driving licence?** |  |
| **Are you a car owner with the use of a car for business purposes?** |  |

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| PUBLIC DUTIES **(Please give details of any public service duties you are required to perform e.g. JP, member of local authority)** |
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| CRIMINAL CONVICTIONS | |
| **Have you ever been convicted of a criminal offence?** | **YES/NO** |
| *This post is excluded from the provisions of the Rehabilitation of Offenders Act. If you have received any convictions in the criminal court, please enclose details in a separate envelope marked “For the Attention of the Interview Panel”. It will only be opened if you are considered for the post; otherwise it will be returned to you.* | |
| **Disclosure and Barring Service** | |
| The position is subject to an Enhanced DBS check. If you are successful in your application and a provisional offer is made, you will be required to apply for a Disclosure. The organisation is willing to consider persons with a criminal record on their merits. Further information is available upon request. | |

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| **Are you related to, or do you have a close personal relationship with, an employee of Age UK Cheshire East?** | **□ YES □ NO** |
| **If yes, specify name(s), position(s) and relationship(s)** |  |

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| **Please give details of where you saw this post advertised, or how you heard about it.** |
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| REFEREES Name and address of two referees. At least one should be a present or most recent employer.  **Please indicate in what capacity you know the referees.** | | |
|  | Referee No. 1 | Referee No. 2 |
| Name and Address |  |  |
| Capacity in which you know the referee |  |  |
| May we contact this referee prior to interview? | □ YES □ NO | □ YES □ NO |

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| SUPPLEMENTARY INFORMATION **(Please state why you are interested in this post, what skills and experience you would bring to it and any aspects of your career, interests, voluntary activities etc relevant to this post.**  **Your responses should reflect the requirements of the Job Description and Person Specification and be no more than 2 sides of A4** |
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| DECLARATION |
| **I confirm that the information given on this form is true and correct, and understand that any deception could result in instant dismissal.**  **Signature of applicant……………………………………………………………………………….**  **Date…………………………………………………………………………………………………….** |
| If you are returning this form by email, you will be asked to sign your application at interview. |

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| RETURNING THIS FORM | |
|  **By Hand or Post:** | **By E-Mail:** | |
| Human Resources  Age UK Cheshire East  New Horizons Centre  Henderson Street  Macclesfield  Cheshire SK11 6RA | recruitment@ageukce.org | |

PER-13-0715