

**Job Application Form**

**This form should be used to apply for a job and should be accompanied by an Equal Opportunities Monitoring Form.** This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.

**This form must be received prior to the specified closing date** and is available in other formats on request. **For queries about the role, your application or to submit this form, please use the details provided in the advertisement.**

Age UK Coventry & Warwickshire is an Equal Opportunities employer and positively encourages applications from suitably qualified and eligible candidates, regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. **The first and last pages of this application form are therefore removed prior to the selection process.**

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| --- | --- | --- | --- | --- |
| Vacancy Details | | | | |
| Job Title |  | | | |
| Where did you first hear / read about this job? |  | | | |
| Personal Details | | | | |
| Surname(s) |  | | | |
| Forename(s) |  | | | |
| Title |  |  | | |
| Home Address |  | | | |
| Home Tel. No. |  | | Mobile Tel. No. |  |
| Email Address |  | | | |
| The General Data Protection Regulation (GDPR) requires employers to comply with principles for processing personal data, including protecting against unauthorised access of personal data. Your data will be processed in line with the Company’s Data Protection Policy in accordance with the General Data Protection Regulations.  The information that you provide on this form is held by the organisation for the purposes of employment and to be able to consider you for the role applied for.  If you are unsuccessful in your application for a role with the company then this form will be destroyed immediately unless we have written consent to keep this data for future contact with you about any forthcoming vacancies.  Please indicate if you would like us to keep your details for this purpose: YES  NO  If you are successful and become an employee we will use this information for the purposes of payment, contact in regards to your employment, confirming your right to work in the UK and requesting references. In any case, this form will be destroyed after six months and will not be shared with any third parties.  **This page is intentionally left blank** | | | | |

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| Employment History | | | | | | | | | |
| Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary. | | | | | | | | | |
| Employer | |  | | | | | | | |
| Job Title | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Reason for Leaving | |  | | | | | | | |
| Address of employer / brief details of duties and responsibilities | |  | | | | | | | |
| Employer | |  | | | | | | | |
| Job Title | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Reason for Leaving | |  | | | | | | | |
| Address of employer / brief details of duties and responsibilities | |  | | | | | | | |
| Employer | |  | | | | | | | |
| Job Title | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Reason for Leaving | |  | | | | | | | |
| Address of employer / brief details of duties and responsibilities | |  | | | | | | | |
| Employer | |  | | | | | | | |
| Job Title | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Reason for Leaving | |  | | | | | | | |
| Address of employer / brief details of duties and responsibilities | |  | | | | | | | |
| Education | | | | | | | | | |
| Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary. | | | | | | | | | |
| Establishment | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Education Type (e.g. Degree) | |  | | | | | | | |
| Establishment | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Education Type (e.g. Degree) | |  | | | | | | | |
| Establishment | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Education Type (e.g. Degree) | |  | | | | | | | |
| Establishment | |  | | | | | | | |
| Start Date | |  | | End Date | | | |  | |
| Education Type (e.g. Degree) | |  | | | | | | | |
| Qualifications / Training | | | | | | | | | |
| Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary. | | | | | | | | | |
| Type / Level | Subject | | | | Date Obtained | | | | Result |
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| References | | | | | | | | | |
| Please give the details of two professional referees, one of which must be your current or most recent employer. Under GDPR you must ensure that the referees have given consent for us to contact them for the purposes of obtaining a reference.  We will seek references when you accept a provisional job offer except in instances where the role involves children or vulnerable adults where we will seek references prior to interview. | | | | | | | | | |
| Surname(s) | |  | | | | | | | |
| Forename(s) | |  | | | | | | | |
| Title | |  |  | | | | | | |
| Job Title | |  | | | | | | | |
| Address | |  | | | | | | | |
| Telephone No. | |  | |  | | | | | |
| Relationship to you | |  | | | | | | | |
| Email Address | |  | | | | | | | |
| Can we seek this reference without further consent from you? | | | | | | Yes | No | | |
| Surname(s) | |  | | | | | | | |
| Forename(s) | |  | | | | | | | |
| Title | |  |  | | | | | | |
| Job Title | |  | | | | | | | |
| Address | |  | | | | | | | |
| Telephone No. | |  | |  | | | | | |
| Relationship to you | |  | | | | | | | |
| Email Address | |  | | | | | | | |
| Can we seek this reference without further consent from you? | | | | | | Yes | No | | |

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| Application Questions |
| Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary/community work. You may find it helpful to address each of the criteria in turn. ***You must provide no more than two sides of A4 paper for this section, in a font no smaller than Arial pt 10.5.***  Continue on a separate sheet if necessary |
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| Additional Questions | | | | | |
| We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job. | | | | | |
| Do you consider yourself to be disabled? | | | Yes | | No |
| Do you require reasonable adjustments for your interview? | | | Yes | | No |
| If YES, provide details. | | |  | | |
| We are obliged under the Immigration, Asylum and Nationality Act, 2006 to verify that all candidates are entitled to work in the UK. Are you entitled to work in the UK?  (Original documentation confirming your entitlement to work in the UK must be produced at interview.) | | | Yes | | No |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)? | | | Yes | | No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?  You may provide this information separately from your Job Application Form. | | | Yes | | No |
| Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. | | |  | | |
| Are you related to, or have a personal relationship with a Trustee or Employee of Age UK Coventry & Warwickshire? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice.) | | | Yes | | No |
| If YES, provide details. | | |  | | |
| **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. Guidance about whether a conviction or caution should be disclosed can be found here:** [**https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)  **If you are asked to complete a Self-Disclosure Form alongside your application form, this will be removed for shortlisting purposes and will be accessed by the Interview Panel if you are to be invited for interview. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.** | | | | | |
| Declaration | | | | | |
| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory a)Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Proof of eligibility to work in the UK e) Proof of qualifications and registrations. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | | | | | |
| Signature\* |  | Date | |  | |
| \*a signature is not required if this form is emailed from your given email address. | | | | | |