

# APPLICATION FORM

(DBS eligible role)

**PLEASE NOTE**

Complete all sections in black ink or type. Further information about Age UK Derby & Derbyshire can be found on our website: [www.ageuk.org.uk/derbyandderbyshire](http://www.ageuk.org.uk/derbyandderbyshire)



We need to ask you for information about you (your data) in order to consider your application. The information we ask you for will only be what we need in order to process your application.

We will record this information on a paper or computer record or a system called CharityLog delivered by Dizions. We will keep your information securely. If you are unsuccessful your data will be deleted and destroyed after 6 months. If your application is successful your data will be held on record as the law requires.

**Do you agree?** yes  no

We ask for other information to understand our recruitment process. This type of information is not considered during the recruitment process and does not influence our decision. You do not have to give us this type of information but it helps us if you do.

**Do you agree?** yes  no

**Name:**

**Date:**

POST APPLIED FOR	Where you saw this post advertised

ALL APPLICANTS (Please complete in capital letters)					
Title		Surname		First Name(s)	
Address for correspondence					
Post Code					
Telephone (home)				Mobile	
Email					
Telephone (work)				May we contact you at work discreetly?	yes <input type="checkbox"/> no <input type="checkbox"/>

**PREVIOUS & PRESENT CONTACT**

Are you currently employed by AUKDD?	yes <input type="checkbox"/> no <input type="checkbox"/>
Have you left AUKDD's employment in the last 12 months?	yes <input type="checkbox"/> no <input type="checkbox"/>
Are you currently a volunteer with AUKDD?	yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ceased to be a volunteer with AUKDD in the last 12 months?	yes <input type="checkbox"/> no <input type="checkbox"/>
Please give brief details and dates worked and past experience with AUKDD or another Age UK Group:	
Are you, to the best of your knowledge, in a relationship with, the spouse of, or related to any member of staff or of the Board of Trustees?	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, please provide details	

Please complete these sections carefully after reading any supplementary information regarding the post, particularly the Job Description and Person Specification. The decision to invite you for interview will be based on the information you provide on this form and how closely you meet the specified criteria. Please use extra pages if you need more space.  
Please ensure that you complete every section fully marking N/A if it is not applicable to you.

**EDUCATION**

Secondary School/ College/ University/ Professional Association	Dates from	Dates to	Qualifications Gained, Date Obtained and Grade

**RELEVANT TRAINING COURSES**

Organising Body and Title	Brief Description of Course Content and Dates Attended

**DETAILS OF CURRENT/LAST EMPLOYER**

Name and Address of Employer	Job Title	Salary	Dates worked from	Dates worked to	Reason for Leaving

Give a brief description of current duties and responsibilities

Current notice required

**DETAILS OF PREVIOUS EMPLOYMENT (most recent first)**

Name and Address of Employer	Job Title	Salary	Dates worked from	Dates worked to	Reason for Leaving

**OTHER ROLES AND RESPONSIBILITIES**

Please give details of any self-employment, paid or voluntary roles you intend to undertake alongside the role you are applying for:

## EXPERIENCE AND SKILLS

Please use this space to demonstrate how you meet each point contained within the person specification drawing on work, voluntary and other experiences, skills and knowledge. Please list your answers under each points heading and remember to include the desirable requirements should this be appropriate. Please note that failure to do this may mean that your application will not be considered. CVs are not accepted.

**Work**

**Voluntary and other experiences**

**Skills**

**Knowledge**

## REFERENCES

Please provide the names and addresses of two referees indicating in what capacity you know them. **One of these must be your present or most recent employer.** Please note that friends or relatives are not acceptable referees.

### 1. REFEREE

Name:

Address:

Email:

Home phone:

Business phone:

**In what capacity is the referee known to you?**

### 2. REFEREE

Name:

Address:

Email:

Home phone:

Business phone:

**In what capacity is the referee known to you?**

## OTHER INFORMATION

Do you have a current driving license? yes  no

Do you have regular access to a vehicle? yes  no

Have you any current penalty points? yes  no

Do you have any ongoing health problems that may restrict your ability to carry out any of the range of tasks specified in the Job Description? If so, please specify below:

Is this a Job-Share Application? yes  no

## CRIMINAL CONVICTIONS

This position requires us to carry out a criminal record check through the Disclosure & Barring Service. You are required to provide details of any ANY cautions, convictions or bindovers received or proceedings being instituted against you including spent convictions.

Please tick one box:

I do not have a criminal record to declare

I do have a criminal record to declare

If you have a criminal record, and are shortlisted for the post, you will be asked to provide us with details.

Having a criminal record will not necessarily bar an individual from working with AUKDD; this will depend on the nature of the position and the circumstances and background of the offences. AUKDD will undertake to discuss any matter concerning criminal convictions with the person seeking the position before withdrawing an offer of employment.

Failure to reveal information regarding criminal convictions, cautions or bindovers that are relevant to the position sought could lead to withdrawal of an offer of employment.

**OUTSTANDING DISCIPLINARY PROCEEDINGS**

Are you subject to any current or outstanding disciplinary action or legal proceedings?	yes <input type="checkbox"/> no <input type="checkbox"/>
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If yes, please give details in a separate envelope marked private and confidential for the attention of The Manager. In the event of you not being shortlisted the envelope will be returned to you unopened.

**DISABILITY DISCRIMINATION ACT 1995**

<b>Please indicate if you have any special requirements to enable you to attend an interview</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
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Please state your requirements below (e.g. wheelchair access, sign language, interpreter etc)

**ASYLUM AND IMMIGRATION ACT 1996 – PROOF OF LEGAL RIGHT TO WORK IN THE UK**

Please indicate which of the following you are able to provide to prove your eligibility to work in the UK

Valid British Isles Passport <input type="checkbox"/>	Foreign Student Matriculation Card <input type="checkbox"/>
British Isles Birth Certificate <input type="checkbox"/>	Valid and appropriate working or residential visa or permit <input type="checkbox"/>

Comments (please print)

I agree that any offer of employment with AUKDD is subject to receipt of two satisfactory references and a satisfactory DBS check, if appropriate. I am aware that all job offers include a probationary period which is normally six months.

I confirm that the information on this form and any attachments is correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made.

<b>Signed</b>		<b>Date</b>	
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**Note:** Please ensure that you have fully completed every section, using extra pages if needed. Incomplete applications may not be considered.

**Completed application forms should be sent by email to [administration@ageukdd.org.uk](mailto:administration@ageukdd.org.uk)**

For further information, please contact:

Age UK Derby & Derbyshire  
29a Market Place  
Heanor, Derbyshire  
DE75 7EG

Telephone: 01773 766922

Email: [administration@ageukdd.org.uk](mailto:administration@ageukdd.org.uk)

Website: [www.ageuk.org.uk/derbyandderbyshire](http://www.ageuk.org.uk/derbyandderbyshire)

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