

**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) | |
| C:\Users\kpugh.AGEUKDD\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HXK1J875\padlock[1].png | 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** | **Please indicate where you saw this post advertised** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **ALL APPLICANTS (Please complete in capital letters)** | | |
| Title: Mr/Mrs/Miss/Ms/Other |  | |
|  |  | |
| Surname: | First Name: | |
|  |  | |
| Address for correspondence |  | |
|  |  | |
|  |  | |
|  |  | |
|  | Post Code: | |
| Telephone: (home) | (Work) | |
| May we contact you at work discreetly | **Yes:** | **No:** |

|  |  |  |
| --- | --- | --- |
| **PREVIOUS & PRESENT CONTACT** | | |
|  | **YES** | **NO** |
| Are you currently employed by AUKDD? |  |  |
|  |  |  |
| Have you left AUKDD’s employment in the last 12 months? |  |  |
|  |  |  |
| Are you currently a volunteer with AUKDD? |  |  |
|  |  |  |
| Have you ceased to be a volunteer with AUKDD in the last 12 months? |  |  |
|  |  |  |
| Please give brief details and dates worked and past experience with AUKDD or another Age UK Group: | | |
| 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 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 | | Qualifications Gained, Date Obtained and Grade |
|  | From | To |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RELEVANT TRANING 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 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 To | | Reason for Leaving | |
|  | |  | |  | |  | |  | |
| **Please continue on a separate sheet if necessary** | | | | | | | | | |
| **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:** | | | | | | | | | |
| **Please continue on an extra sheet if necessary** | | | | | | | | | |
| **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** | | | | | **2. REFEREE** | | | | |
| Name: | | | | | Name: | | | | |
| Address: | | | | | Address: | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
| Tel. No. | Home | | Business | | Tel. No. | | Home | | Business |
|  |  | |  | |  | |  | |  |
| **In what capacity is the referee known to you?** | | | | | **In what capacity is the referee known to you?** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OTHER INFORMATION** | | | | |
|  | YES | | NO | |
| Do you have a current driving licence? |  | |  | |
| Do you have regular access to a vehicle? |  | |  | |
| Have you any current penalty points? |  | |  | |
| 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: | | | | |
|  | YES | | NO | |
| Are you, to the best of your knowledge, related to any member of staff or the Board of Trustees?  If yes, please provide details: |  | |  | |
| 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: |  | No: |  |
| If yes, please give details in a separate envelope market 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** | | | | |
| **Please indicate if you have any special requirements to enable you to attend an interview** | Yes: |  | No: |  |
| 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 | |  |
| British Isles Birth Certificate | |  |
| Foreign Student Matriculation Card | |  |
| Valid and appropriate working or residential visa or permit | |  |
| **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. | | |
| **Signed:** | **Date:** | |
| **Note**: Please ensure that you have fully completed every section. 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) |
| Registered Charity No. 1068550 |