

# **Employment Application Form**

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| Role applied for |

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| Job Title |  |
| How did you hear about this vacancy? |  |

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| YOUR DETAILS |

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| --- | --- |
| Full Name |  |
| Address |  |
| Tel number |  |
| Email: |  |

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| REFERENCES |

Please provide details of two referees who can comment on your skills and abilities in relation to the role you are applying for. References will be requested after an initial job offer has been made.

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| --- | --- |
| Name of **first** referee |  |
| What capacity do they know you in? |  |
| How long have they known you? |  |
| Email: |  |

|  |  |
| --- | --- |
| Name of **second** referee |  |
| What capacity do they know you in? |  |
| How long have they known you? |  |
| Email: |  |

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| EMPLOYMENT HISTORY |

|  |  |  |
| --- | --- | --- |
| Current/Most Recent Employer | Salary | Key Responsibilities |
|  |  |  |
| Notice Period |  | |
| Reason for Leaving |  | |

Please provide full details outlining your current and previous employment history on a separate document, outlining the name of employer, duration of employment, salary and key responsibilities.

Use the box below to explain any gaps in your employment history.

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| eDUCAtion |

|  |  |  |
| --- | --- | --- |
| Name of education establishment | Qualification | Grade |
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| TRAINING AND DEVELOPMENT |

Please use the box below to provide details of any training and development you have completed which is relevant to the role you are applying for.

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Please use the box below to provide details of current Membership of any Professional Body/Organisation

|  |  |
| --- | --- |
| Name of professional body/organisation | Grade of membership |
|  |  |

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| SUPPORTING STATEMENT |

Please answer the three questions below providing as much information as possible.

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| **Why are you interested in working for Age UK Devon?** (max 250 words) |
| **Why are you applying for this role?** (max 250 words) |
| **What knowledge, skills and experience (including lived and volunteer experience) can you bring that are relevant to the role, as defined within the job description?**(max 1,000 words) |

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| ADDITIONAL InFORMATION |

Please use the box below to provide details of anything which could affect your ability to carry out the intrinsic duties of the role you are applying for.

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Do you have the legal right to work in the UK? Yes  No

Do you have the use of a vehicle, a valid driving licence

and insurance for business use? Yes  No  NA for role

Do you have experience of hybrid working? Yes  No

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| CONVICTIONS |

Due to the nature of the work for which you are applying, under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002, you are not entitled to withhold information about convictions which for other purposes are “spent”. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check.

Have you ever been convicted of a criminal offence? Yes  No

**If yes, please provide details in a sealed stamped addresses envelope.** This will be returned to you unopened in the event you are not short-listed for interview. If shortlisted, any details will be discussed with you at interview. Past criminal proceedings are not necessarily an obstacle to employment.

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| APPLICANT Declaration |

I agree that Age UK Devon can retain my personal information in relation to this employment application on their secure computer system, in accordance with the General Data Protection Regulation (GDPR).

I confirm that all the information provided is correct and accurate and I understand that if any of the information is later found to be false or misleading, any offer of employment may be withdrawn, or the employment may be terminated.

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| **Signed:** |  | **Date:** |  |