**APPLICATION FOR EMPLOYMENT**

We value diversity, promote inequality, and challenge discrimination. We encourage and welcome applications from candidates from all backgrounds. Members of the panel will consider information you provide against the Person Specification, so it is essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification.

Please note that CV’s are not accepted.

|  |  |
| --- | --- |
| Position applied for:  |  |

**Your Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  |  |  Date: |  |
|  | Last |  | First Name/s |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address: |  |  |  Postcode: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact: |  |  |  |  |  |
|  | *Home phone* |  | *Mobile Phone* |  | *Email* |

|  |  |
| --- | --- |
| **Entitlement to work in the UK** |  |
| Are you required to have a UK work visa / permit? | Yes / No  |
|  | *Delete as appropriate* |
| If yes, do you have a valid work visa / permit? | Yes / No  |
|  | *Delete as appropriate* |

**Education and Qualifications**

Please give details of your education and any professional qualifications or job-related training that you have undertaken.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School / College / University / course provider | Subject | From | To | Qualification  |
|  |  |  |  |  |
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**Employment History**

Please include your current / previous employment, including job training schemes, voluntary work, community activities, work experience, and account for any gaps in employment such as time caring for dependents. Please put in date order, starting with the most recent, and continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address | Job Title & summary of role | From | To |
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**Personal Statement**

In the space provided below, please tell us:

* Why are you applying for this job?
* Please explain and demonstrate how your experience, skills, and knowledge meet the selection criteria in the Person Specification, and how they meet the requirements of the Job Description. Please address each point in the Person Specification in numerical order as it appears on the Person Specification.

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**References**

Please provide the details of two people who may be approached for references. One of these should be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post you have applied for and should not be friends or family. References will only be taken up for successful candidates following interview.

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| --- | --- |
| **Referee one:** |  |
| Name |  |
| Position |  |
| Address |  |
| Telephone |  |
| Email |  |
| In which context does this referee know you? |  |

|  |  |
| --- | --- |
| **Referee two:** |  |
| Name |  |
| Position |  |
| Address |  |
| Telephone |  |
| Email |  |
| In which context does this referee know you? |  |

**Declaration**

I consent to this information being processed and stored for the purpose of recruitment and selection at Age UK Enfield, and if appointed, for the purposes of employment. I confirm to the best of my knowledge, the information I have provided on this application form is true and correct.

|  |  |
| --- | --- |
| Signature |  |

if you are sending this form by email please mark this box as a substitute for your signature, to confirm that you agree to the above declaration.

Please remember to enclose with this form the Equal Opportunities Monitoring Form and the Criminal Convictions form.

Please return this form to nicola.hyde@ageukenfield.org.uk