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| Job Title |

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| **Contacting You** | | **Where did you hear about this job?** |
| **Forename** |  | AgeUK Gloucestershire website  GlosJobs  CharityJob  ThisIsGloucestershire  Facebook or Twitter  Indeed  Word of Mouth  Other (please state below)   |  | | --- | |  | |
| **Surname** |  |
| **Address** |  |
| **Telephone Number(s)**  (best ones to reach you) |  |
| **Email** |  |

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| **Your Skills** | |
| **Relevant qualifications** |  |
| **Other relevant training** |  |
| **Other relevant skills** |  |
| To see what might be relevant look at the Person Specification that was included in the job advert. Feel free to also tell us about other training, qualifications and skills you think might be useful, even if they aren’t directly related to the job. | |

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| **Do you...** | Have a full driver’s licence? **Yes/No** | Have access to a vehicle for work use? **Yes/No** | Consent to an Enhanced DBS check if necessary? **Yes/No** |

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| **Your Experience** | | |
| **Most recent paid role** | **Brief description of role** | **Dates** |
|  |  |  |
| **Reason for leaving**  Resignation  Dismissal\*  Redundancy |
| **Previous Employment (please add in additional sheets if required)** | **Brief description of role(s)** | **Dates** |
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| **Reason for leaving**  Resignation  Dismissal\*  Redundancy |
| Make sure to include any job you will refer to in your Suitability Statement. You can use the continuity sheet if you wish. | | |

\*Please provide more details on the continuance sheet.

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| **Suitability Statement** | |
| This is the most important part of this form. We want you to explain how and why you fulfil the points listed in the Person Specification in the job advert. You only need to cover those points that have an “A” next to them (for “Application”). | |
| **Specification Point** | **Evidence** |
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**References**

You must providedetailsof at least two individuals or organizations to act as referees. Ideally, these will be former employers. However, as an alternative, they may be bodies for whom you have worked in a voluntary capacity, educational establishments at which you have been a student within the last three years, or individual professionals who have known you for at least three years. Named professionals must be members of a recognized professional body, elected officials or appointees in a role of public trust, such as minister of religion, police officer or commissioned officer of the Armed Forces.

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| Name | Contact Details | Capacity of referee |
|  |  | Employer  Voluntary body  Educational establishment  Named professional |
|  |  | Employer  Voluntary body  Educational establishment  Named professional |

**Declarations - ONLY TO BE COMPLETED FOR DBS CHECKED ROLES**

**Cautions, Rehabilitation and Criminal Records**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to provide a disclosure of records via the Disclosure and Barring Service (DBS). Any standard or enhanced disclosure made by the DBS will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

No

Yes (details below)

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**Special Requirements**

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

* Any disclosure made above or via DBS being acceptable to the company.
* Two satisfactory written references
* A photograph of yourself for retention in your records
* Physical and/or mental suitability for your work

**We reserve the right to withdraw any offer of work or terminate employment at any time within the first two years if one or more of these conditions is not satisfactorily fulfilled.**

**The Right to Work in the United Kingdom**

Any offer of work is conditional upon evidence of your right to work in the UK which must be provided at interview stage.

**Your Statement**

The above information is complete and correct and that untrue, misleading of omitted information is grounds to terminate any employment contract offered. I agree that the information in this application may be retained by Age UK Gloucestershire and understand that information will be processed in accordance with the Data Protection Act.

By making this application I give consent for Age UK Gloucestershire to contact those individuals or organizations named to provide a reference.

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| **Name** | **Signature** | **Date** |
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If submitting your application electronically, you will be asked to sign this declaration if and when you are invited to interview.

**Guidance Notes for Applicants:**

1. You should, if at all possible, complete this form electronically. Most of our work involves some level of contact with computers and computer literacy is essential to our development plan for all our staff. If it is impossible to complete the form electronically, please ensure that you write clearly.
2. The space given in the form is a guide to the amount you should write, but isn’t absolute. You are free to write more as long as it is relevant. If completing a form by hand, you can use the space below these guidance notes as a continuance sheet or continue your application on a new page.
3. You are not obliged to complete the Equal Opportunities Monitoring information on the next page, however the information that you do provide will help us achieve our aim of being representative of the community we serve. The entire page will be removed from your application prior to shortlisting, and will be kept separately from your application. The information supplied will be collated and used for statistical purposes only, and not used in the shortlisting process in any way.

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| **EQUAL OPPORTUNITIES**  Age UK Gloucestershire is committed to developing inclusive people policies. Our recruitment and selection procedures for both staff and volunteers aim to stop any unfair discrimination, whether to do with ethnic origin, disability, gender, sexual orientation, marital status, ex-offenders, religion, political beliefs, trade union activities or age.  To check that we are being successful in this and that we meet the law, we need to monitor our recruitment process. The Race Relations (Amendment) Act 2000 requires us to monitor our staff profile by ethnicity and publish the results without identifying individuals. Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the law. **This sheet will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place.** |
| **Do you consider that you have a disability** □ **Yes** □ **No**  All shortlisted candidates will be invited to advise us if they have a disability and whether they require specific arrangements to be made when called for interview. |
| **What is your ethnic group?**  Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background:   1. **White (b) Mixed (c) Asian or Asian British**   □ British □ White and Black Caribbean □ Indian  □ Irish □ White and Black African □ Pakistani  □ Any other white background □ White and Asian □ Bangladeshi  Please state - □ Any other mixed background □ Any other Asian background  Please state - Please state -  **(d) Black or Black British (e) □ None of these represent me** □ **Would Rather Not State**  □ Caribbean Please state your given group -  □ African  □ Any other Black background  Please state- |
| **Which of the following best describes your religion/belief?**  □ Buddhist □ Christian □ Hindu □ Jewish □ Muslim □ Sikh □ None  □ Other (please specify) □ Would rather not state |
| **Which of the following best describes your sexual orientation?**  □ Hetero-sexual □ Gay □ Lesbian □ Bisexual □ Would rather not say □ None of these represent me - Please state |
| Which gender do you identify as? □ Female □ Male □ Would rather not say □ None of these represent me Please state - |
| **1) CRIMINAL CONVICTIONS** (for posts not involving work with children and/or vulnerable adults)  Do you have a criminal conviction which is unspent Yes/No or pending against you □ **Yes** □ **No**  **2) CRIMINAL CONVICTIONS** (for posts working with children and/or vulnerable adults)  Have you ever been convicted of a criminal offence □ **Yes** □ **No**  Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974 □ **Yes** □ **No**  **Notes: Disclosure and Barring Service (posts working with children and/or vulnerable adults)**  All posts working with children and/or vulnerable adults are subject to a satisfactory Disclosure and Barring Services (DBS) check. These types of posts are exempt from the Rehabilitation of Offender’s Act normal rules. This means that for these types of posts any conviction ever received must be declared, so that the organisation can make a decision on whether a person is suitable to carry out the job applied for. These checks are compulsory to ensure the safety of persons to whom we provide services. A conviction is not necessarily a bar to employment with the organisation but if you have answered “YES” you may, if short-listed for interview, be invited to discuss your conviction with the Interview Panel. Where appointments are subject to the checking procedures undertaken by the DBS, this will take place before confirmation of an offer of appointment. The process will be explained to successful candidates. |
| **PLEASE NOW ENSURE THAT YOU HAVE COMPLETED ALL PARTS OF THE APPLICATION FORM** |