

Please complete this **Application Form** and the **Equal Opportunities Monitoring Form**, and attach a **CV** outlining your career, including any academic and professional qualifications, to date. Send the three documents to [hr@ageukhhb.org.uk](mailto:hr@ageukhhb.org.uk).

**Please note: If any of the three documents are missing, your application will not be considered.**

|  |  |
| --- | --- |
| **Application for Employment** | |
| Post you are applying for: | |
| Where did you see the job advertised: | |
| Surname: | Forename: |
| Address: | Mobile Contact No.: |
| Email: |
|  |

|  |
| --- |
| **Working in the UK** |
| Are you eligible to work in the UK? **YES NO** |
| Do you need a work permit to work in the UK? **YES NO**  If yes, please add further information: |
| Do you require further leave to remain in the UK? **YES NO**  If yes, please add further information: |

|  |
| --- |
| **Disability**  (we are using the word “disability” to include people with obvious disabilities and those with invisible disabilities or persistent health problems) |
| We are committed to equal opportunities in employment. If you have a disability which requires the provision of specific facilities or adjustments to assist you during the interview process, please give details: |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974** |
| If the job that you are applying for involves working with or has access to children or vulnerable adults or their records and falls within the scope of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, we will require an enhanced disclosure from the Disclosure and Barring Service and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and/or job description will state that the job is exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if your conviction would normally be considered ‘spent’.  Please answer Q1 and Q2 |
| 1. Have you ever been cautioned or convicted for a criminal offence?   **YES NO**  If yes, please add further information: |
| 1. Have you ever been disqualified from working with children or vulnerable adults?   **YES NO**  If yes, please add further information: |
| If you do not disclose any criminal convictions or caution, including those ‘spent’ (if you are applying for an exempt role), it could result in withdrawal of the job offer, dismissal or disciplinary action by the organisation. |

|  |
| --- |
| **Essential Information THIS IS THE MOST IMPORTANT SECTION** |
| On no more than two pages, please state below:   * Why you would like to work for Age UK HHB. * What experience and skills you can bring to this role in relation to the **person specification**. |

|  |  |
| --- | --- |
| **Data Protection Statement** | |
| This statement is written in compliance with Age UK HHB’s Privacy Notice for staff and volunteers, a copy of which is available on request.  The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.  We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Details of retention periods for different aspects of your personal information are set out in Age UK HHB’s Privacy Notice for staff and volunteers. Should you be successful in your application, the information provided in this application, and any further information subsequently provided or gathered, will be used for the purposes set out in Age UK HHB’s Privacy Notice for staff and volunteers.  In any circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. | |
| **Signature** | |
| The information given in this application is, to the best of my knowledge, true and correct. I understand that any false declarations, deliberate omissions and misrepresentations may lead to my application being rejected, the withdrawal of a job offer or termination of employment.  I understand that any offer of employment is subject to Age UK HHB being satisfied with the results of all such checks as it considers reasonable and relevant including references, eligibility to work in the UK and criminal convictions, and as such I give my permission for AGE UK HHB to investigate as necessary, if job related.  Canvassing will disqualify your application. | |
| Signature of applicant: | Date: |