#### AgeUK_Islington_Logo Ref: HA-06.25

**CONFIDENTIAL**

##### Application for the Post of: Helpline Adviser

Please complete this form in black ink or type. Email applications are preferred.

Please refer to the Job Description and Success profile ; they will help you decide what information is relevant to your application.

----------------------------------------------------------------------------------------------------------------------

1. PERSONAL INFORMATION

Name:

Address:

Tel. No. (day):

 (evening):

*Email:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. ATTENDANCE

Please state your total unplanned days off work in the past two years, whether due to illness, attendance at a health-related appointment, compassionate leave, or other reason.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. REFERENCES

Please give the name, organisation, address and email address of two referees. One referee should preferably be your most recent employer. We will not contact your referees without checking with you first.

1.

2.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Where did you see this job advertised, or how did you hear of it?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. If offered the post, when would you be able to start work?

6. EDUCATION & TRAINING

|  |  |  |
| --- | --- | --- |
| School or College | Examinations taken and results (if any) | Date  |
|  |  |  |

**Any other training**

Please provide brief details of recent training and approximate dates.

7. WORK HISTORY, PAID OR UNPAID

What is your current or most recent salary?

Please list your recent work history, including regular voluntary work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From –To | Employer's name and address | Post held and main duties | Full or part time | Reason for leaving |
|   |  |  |   |  |
|  |  |  |  |  |

8. DISABLED APPLICANTS

If you are disabled due to a physical, sensory or visual impairment,please indicate below if you would need any special arrangements or assistance because of this. Please state carefully what particular requirements you may have, whether at the interview stage or, if you were offered the post, in the performance of the duties of the job.

9. EXPERIENCE, SKILLS AND ABILITIES

In this space please describe how you meet the requirements for the job description and the success profile in no more than 2 sides A4.

10. REASONS FOR APPLYING

Please explain **briefly** why you are interested in this job.

CRIMINAL CONVICTIONS

All staff who are employed by Age UK Islington are recruited reflecting the current legislation relevant to Safeguarding and the list of roles eligible for Disclosure and Barring checks.

The [Safeguarding Vulnerable Groups Act 2006](http://www.legislation.gov.uk/ukpga/2006/47/contents) set out the scope and operation of the vetting and barring scheme. The Criminal Records Bureau was established under [Part V of the Police Act 1997](http://www.legislation.gov.uk/ukpga/1997/50/part/V). [Part 5 of the Protection of Freedoms Act 2012](http://www.legislation.gov.uk/ukpga/2012/9/part/5/enacted) covers the reduction in scope of the definition of regulated activity, new services provided by the DBS, and disregarding convictions and cautions for consensual gay sex.

If invited for interview you will be asked to complete a separate disclosure form. You should seal this in an envelope marked with your name and the application reference code (at top right of the first page of this application form) and hand it to the interviewing manager.

Past criminal proceedings are seldom an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. But honest disclosure is essential: failure to disclose any past convictions, cautions, etc, would disqualify you from holding the post.

DECLARATIONS

I declare that the information provided on this application form and all other information provided in support of my application is true and complete to the best of my knowledge and belief.

I understand that any false or omitted information may result in failure to appoint, or in dismissal or other disciplinary action if I am appointed.

Signed:………………………… Date: ………………..

**By sending a completed application to us by email, you are ‘signing’ this application and endorsing the declarations above.**

**Completed applications should be brought to interview or emailed to:**

IBahriyeli@ageukislington.org.uk

Age UK Islington

6-9 Manor Gardens

London N7 6LA