

**Please complete ALL sections in BLACK ink or type.**

**Please ensure you use Arial 11 Font**



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| **Post applied for:** |  | **Please indicate where you saw this post advertised:** |

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| **CONTACT DETAILS** |
| If hand-writing the form, please complete the contact details section **only** in **CAPITAL** letters: Title: First Name: Surname:  Home Address for correspondence: |
| Post Code:  Telephone (Home): Mobile:  Telephone (Work): E-Mail:  May we contact you at work? – we will do so discreetly:  Yes  No |

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| **PREVIOUS STAFF AND VOLUNTEERS** |
| Have you previously been employed by Age UK Leeds:  Yes  No Are you currently a volunteer with Age UK Leeds:  Yes  No  Are you to the best of your knowledge related to any member of staff or of the Board of Trustees of Age UK Leeds?  Yes  No  If yes to any question, please give details, and dates if applicable: |

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| **EDUCATION AND TRAINING** | | |
| Secondary School/College/University/ Professional Assoc. | Dates Attended | Qualifications Gained and Grade |
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| **OTHER RELEVANT TRAINING COURSES** | | |
| Organising Body and Title | Date Course Undertaken | Brief Description of Course Content |
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| Is there any further information you would like to make us aware of in support of your application,  e.g. voluntary work, membership of public bodies? | | |

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| **DETAILS OF CURRENT/LAST EMPLOYER** | | | | |
| Name of Employer | Job Title | Salary | Dates with Employer | Reason for Leaving |
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| Give a brief description of current duties and responsibilities: | | | | |
| Current notice required: | | | | |

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| **REFERENCES** | |
| Please provide the names and addresses of at least TWO referees, indicating in what capacity you know them. It is Age UK Leeds policy to take references that cover at least a full **5 years** employment history, so please provide referees for all of the positions you have held in the last 5 years. One of these must be the present or most recent employer, as stated above**.** We will not contact your employer unless we offer you a position.  **Please note that friends and relatives are not acceptable referees regardless of their occupation or professional qualification.** | |
| 1. REFEREE Name:  Address:  Telephone No. Home:  Business:  E Mail: | 2. REFEREE Name:  Address:  Telephone No. Home:  Business:  E Mail: |
| In what capacity is the referee known to you? | In what capacity is the referee known to you? |

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| **DETAILS OF PREVIOUS EMPLOYMENT INCLUDING VOLUNTARY WORK (most recent first)** | | | | |
| Name and Address of Employer | Job Title | Salary | Dates with Employer | Reason for Leaving |
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Continue on an extra sheet if necessary

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| **EXPERIENCE AND SKILLS** |
| Please specify why you are applying for this post and use this space to demonstrate how you meet **each point** of the **essential and desirable** requirements of the Person Specification contained in the Job Description. Please take every opportunity to answer each point drawing on work, voluntary and other experiences, skills and knowledge.  We also have a number of values that underpin our vision and influence the culture and we expect all staff to demonstrate these values in their day to day work.  Please note that CV’s are not accepted as an alternative to filling in this section.  **FAILURE TO DO THIS MAY MEAN THAT YOUR APPLICATION MAY NOT BE CONSIDERED.** |

Experience and skills continued…

Experience and skills continued…

Please use Arial 11 font and please restrict your answer to the space above

ADDITIONAL PAGES WILL NOT BE CONSIDERED

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| **OUTSTANDING DISCIPLINARY/LEGAL PROCEEDINGS** |
| Are you subject to any current or outstanding disciplinary action or legal proceedings?   Yes  No  If yes, please give details in a separate envelope marked private and for the attention of the HR and Payroll Officer |

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| **DISABILITY DISCRIMINATION ACT 1995** |
| Please indicate if you have any requirements to enable you to attend an interview and your requirements below (e.g. wheelchair access, sign language etc.) |

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| **OTHER INFORMATION** |
| Do you have a full UK driving licence?  Yes  No  Do you have regular access to a vehicle?  Yes  No  Have you any current penalty points? If so, how many?  Yes  No If Yes please state number of points:  Are you applying for this role on a job share basis?  Yes  No |

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| **CRIMINAL CONVICTIONS** |
| **Some positions require us to carry out a criminal record check through the Disclosure & Barring Service (DBS).**  **Please see Role Profile for details of whether this post is subject to a Disclosure and Barring Service Check (DBS Check).**  If so, the following is applicable and must be completed: -  This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Applicants for this post are therefore not entitled to withhold information about convictions or binding overs which for other purposes are “spent” under the provisions of the Act.  You are therefore asked to disclose **any previous** convictions; We request that this information is sent under separate, confidential, cover letter to a designated person (normally a member of the SMT) within Age UK Leeds. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.  In the event of any employment, failure to disclose convictions could result in dismissal or disciplinary action.  Have you ever been cautioned or convicted of any civil and/or criminal offence?  Yes  No *(You are not required to give details of a ‘spent conviction’ as provided by the Rehabilitation of Offenders Act 1974)* |

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|  | Are there any alleged offences or cautions outstanding against you?  Yes  No  **Any failure to notify us of any such convictions, cautions or bindovers at this stage may result in any agreements between us being terminated.**  I agree that any offer of employment with Age UK Leeds is subject to receipt of at least two satisfactory references and, if appropriate, a satisfactory DBS check.  In accordance with the Data Protection Act 1998, it is agreed that Age UK Leeds may hold and use personal information about me for personnel reasons and to enable Age UK Leeds to keep in touch with me. This information is stored in both manual and computer form.  **I confirm that the information provided on this form and any attachments is correct and complete. I understand that it is a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of material fact or deception will cause for immediate cancellation of consideration for employment, or dismissal if already employed.**  Signed: Date: | |
| **ASYLUM AND IMMIGRATION ACT 1996 – PROOF OF LEGAL RIGHT TO WORK IN THE UK** | |  |
| **Please indicate which of the following you are able to provide to prove your eligibility to work in the UK:**  Valid European Union Passport:  Yes  European Union Birth Certificate:  Yes  Foreign Student Matriculation Card:  Yes  Valid and appropriate working or residential visa or permit:  Yes  National Identity Card:  Yes | |  |

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| **DECLARATION** |
| **Thank you for taking the time to complete this application form. Please sign the declaration below to confirm that the information you have given is correct and, in accordance with the Data Protection Act 1998.**  Any offer of employment with Age UK Leeds is subject to the receipt of at least two satisfactory references and, if appropriate, a satisfactory DBS check.  Please note that some information will be entered into Age UK Leeds recruitment database but will not be disclosed outside Age UK Leeds without your consent. Further information about Age UK Leeds can be found on our website: [www.ageuk.org.uk/leeds](http://www.ageuk.org.uk/leeds)  I confirm that the information provided on this form and any attachments is correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made.  It is agreed that Age UK Leeds may hold and use personal information about me for personnel |

reasons and to enable Age UK Leeds to contact me. This information can be stored in both manual and computer form.

Signed:

Date:

(If completing this section electronically typing your name where you would sign is accepted as consent)



*Completed application forms should be sent to:*

# Human Resources Age UK Leeds Bradbury Building Mark Lane

**Leeds LS2 8JA**

*Or emailed to:*

# [humanresources@ageukleeds.org.uk](mailto:humanresources@ageukleeds.org.uk)

**Tel: 07395851568**

# Charity No. 504899

If you have not heard from us within four weeks of the closing date, please assume that your application has not been shortlisted on this occasion.