**Application Form** 

**Finance & Operations Assistant**

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This pack contains the following:

* Application form

Please complete the application form and equal opportunities monitoring form and return it to:

Anne Cleary

Office Manager

Age UK Lewisham & Southwark

Stones End Centre

11 Scovell Road

London

SE1 1QQ

Email: HR@ageuklands.org.uk



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

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| **POST APPLIED FOR:** | **HOURS:** |  | **Please indicate where you saw this post advertised:** |

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| **CONTACT DETAILS** |
| If hand-writing the form, please complete this section in **CAPITAL** letters:Title: \_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Address for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone (Home): \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_Telephone (Work): \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May we contact you at work? – we will do so discreetly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| **REFERENCES** |
| Please provide the names and addresses of at least TWO referees, indicating in what capacity you know them. One of these must be the present or most recent employer, as stated above**.** **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: | 1. 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 CURRENT/LAST EMPLOYER** |
| Name of Employer | Job Title | Salary | Dates with Employer | Reason forLeaving |
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| Give a brief description of current duties and responsibilities: |

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| **DETAILS OF OTHER PREVIOUS EMPLOYMENT (most recent first)****LAST TEN YEARS MUST BE ENTERED – PLEASE ACCOUNT FOR ANY GAPS IN EMPLOYMENT.** |
| Name and Address ofEmployer | Job Title | Salary | Dates with Employer  | Reason forLeaving |
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| **EDUCATION AND OTHER RELEVANT TRAINING** |
| Secondary School/College/University/Professional Assoc. | Dates Attended | Qualifications Gained and Grade |
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| **CRIMINAL RECORD** |
| **All applicants must complete the Criminal Record Declaration Form which is attached separately.****Some positions require us to carry out a criminal record check through the Disclosure & Barring Service (DBS).** **DBS Checks may be requested depending on the nature of the job.** |

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| **EXPERIENCE AND SKILLS** |
| Please 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. 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.**  |
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| **DECLARATION – please read this carefully before signing this application** |
| **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 & 2003 and General Data Protection Regulation (GDPR) 2018.****Any offer of employment with Age UK Lewisham & Southwark 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 Lewisham & Southwark’ recruitment database but will not be disclosed outside Age UK Lewisham & Southwark without your consent.** **In accordance with the Data Protection Act and GDPR, It is agreed that Age UK Lewisham & Southwark may hold and use personal information about me for personnel reasons and to enable Age UK Lewisham & Southwark to keep in touch with me. This information is stored in both manual and computer form. Please see our Privacy Notice for Job Applicants for further details.**1. **I confirm that the information provided in this application and any attachments is complete and correct. 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.**
2. **I agree that should I be successful in this application, Age UK Lewisham & Southwark will, if a requirement of the role, apply to the Disclosure & Barring service for a Disclosure & Barring Certificate. I understand that should the disclosure not be to the satisfaction of the charity any offer of employment may be withdrawn or my employment terminated.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(If completing this section electronically typing your name where you would sign is accepted as consent)** |