**Declaration Form**

**Please read this carefully before completing and submitting your CV**

Thank you for taking the time to complete your CV, ensuring it includes where you meet the skills and experience required for the role.

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 & 2018 and the 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, and completion of a Criminal Record Declaration Form.

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 my CV 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 I understand that should the disclosure not be to the satisfaction of the charity any offer of employment may be withdrawn or my employment terminated.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)

Should alternative similar roles become available, would you be happy for AUKLS to contact you about these? *(please indicate below)*

Yes No

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| --- |
| **Are there any restrictions on you taking up employment in the UK*?* (please circle)**  Yes No  If **yes**, please provide details: |
| **Current Driving Licence Information**  Do you hold a current Driving Licence? (please circle) Yes No  Groups:  Expiry Date:  Details of Endorsement(s): |
| **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.  **Please note that friends and relatives are not acceptable referees regardless of their occupation or professional qualifications.**  **Referee One**  Name:  Address:  Telephone:  Email:  **Referee Two**  Name:  Address:  Telephone:  Email: |
| Please continue to the next page  **Disability Confident Committed**  Are you applying under the Disability Confident pledge that guarantees an interview to disabled applicants who meet the minimum criteria for the role? (please circle)  Yes No |