

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

When completing the form, please write clearly using black ink or typescript.

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| --- | --- | --- | --- | --- | --- |
| Return this form to: | | Human Resources Department  Age UK Lincoln & Kesteven  36 Park Street  Lincoln, LN1 1UQ  E- recruitment@ageuklk.org.uk | | | |
| Position applied for: | **HOME & LIFESTYLE SUPPORT WORKER** | | | | |
| TITLE: | FORENAME(S) | | | SURNAME | |
| ADDRESS |  | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | POSTCODE |  |
| TELEPHONE: | HOME | |  | | |
| MOBILE | |  | | |
| EMAIL: |  | | | | |

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| --- | --- |
| **Declaration (Please read carefully before signing this application)** | |
| 1.  2.  3. | I confirm that the information contained in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. If my application is unsuccessful my details will be destroyed after six months.  I agree that the organisation may apply to the Disclosure and Barring Service (DBS) for an Enhanced Disclosure if the position requires it and to previous employers for references.  Signed: Dated: |

**How did you hear about this vacancy?**

##### EDUCATION HISTORY

##### Including Schools/Colleges attended (Please complete in full with the most recent first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FROM  (Date) | TO  (Date) | SCHOOL/COLLEGE/  UNIVERSITY | SUBJECT | GRADE/QUALIFICATION | DATE |
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Provide details of any further qualifications obtained and/or training attended, including dates.

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| --- | --- | --- |
| DATE | SUBJECT | TRAINING PROVIDER |
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| --- | --- |
| **Computer Literacy** | |
| **Skills (e.g. Word Processing,**  **Spreadsheets etc)** | **Software Packages Used** |
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**CAREER DETAILS**

**Please give details of your current or most recent position together with contact details and telephone numbers.**

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| --- | --- | --- | --- | --- | --- | --- |
| **JOB TITLE** |  | | | | | |
| **EMPLOYER** |  | | | | | |
| **ADDRESS** |  | | | | | |
|  | | | | | | |
|  | | | | **POST CODE** | |  |
| **EMPLOYED FROM** | |  | **EMPLOYED TO** | |  | |
| **CURRENT SALARY** | |  | **NOTICE PERIOD** | |  | |
| **REASON FOR LEAVING (if applicable)** | |  | | | | |
| **Brief description of main responsibilities/ activities** | |  | | | | |

###### PREVIOUS EMPLOYMENT

(Starting with most recent, explaining any gaps in employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES** | | | | |
| **FROM/TO**  **(Most recent first, explain any gaps in employment)** | **JOB TITLE** | **MAIN RESPONSIBILITIES/ ACTIVITIES** | **COMPANY, ADDRESS & CONTACT NUMBER** | **REASON FOR LEAVING** |
|  |  |  |  |  |
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|  |  |  |  |  |
| (Please expand boxes or continue on additional sheets if necessary) | | | | |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

**Why do you believe that you are suitable for this post?**

|  |
| --- |
|  |

**(Please expand boxes or add additional sheets where necessary)**

**Areas of Work**

**We try to allocate hours that are within a short distance of your home, although this cannot be guaranteed. However, if you would prefer, you can also request that you work in a different area, as to where you live.**

**Am I paid mileage?**

We do not pay mileage for you to travel to and from clients. (The exception would be if you go shopping for a client or if you take a client shopping as part of our Lifestyle Service).

**Please tell us the areas you would be willing to work…**

**LINCOLN SOUTH VILLAGES**

Canwick Waddington

Bracebridge Heath Navenby

Brant Broughton Bassingham

Harmston Coleby

Wellingore Leadenham

**LINCOLN NORTH**

St Giles Wragby Road

Ermine Riseholme Road

Glebe Park Outer Circle Road

**LINCOLN CENTRAL**

Yarborough Road West End

Carholme Road High Street

North/West Parade Monks Road

Sincil Bank City Centre

Please Tick:

Please Tick:

**LINCOLN EAST VILLAGES**

Washingborough Branston

Potterhanworth Metheringham

Scopwick Nocton

Market Rasen

Please Tick:

Please Tick:

**GAINSBOROUGH**

Gainsborough Central

Marton Lea

Morton Sturton by Stow

**LINCOLN SOUTH**

North/South Hykeham

Brant Road Witham St Hughs

Swinderby

**LINCOLN NORTH VILLAGES**

Cherry Willingham Welton

Nettleham Dunholme

Sudbrook Scothern

Please Tick:

Please Tick:

**SLEAFORD**

Ruskington Billinghay

Leasingham Heckington

Threekingham Helpringham

Please Tick:

Please Tick:

**GRANTHAM**

Central Grantham Barrowby

Great Gonerby Manthorpe

**LINCOLN WEST**

Birchwood Doddington Park

Hartsholme Skellingthorpe

Saxilby Moorland Area

Please Tick:

Please Tick:

**Hours of Work – This job role is a zero hour contract**

**What is a zero hour contract?**

A zero hours contract means you have no set or standard working hours or times. We cannot guarantee you a set number of hours per week. However, we will aim to build up your hours over time until you reach your desired hours, although we cannot guarantee how long this will take. We will try to offer holiday and sickness cover to top up your hours.

**What are your preferred hours per week?**

**Availability**

You will be required to be available at the same time and day each week to visit regular clients. Please state below the set hours you will be available for work.

Our core hours of work are **8.30am-4.00pm**.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon |  | Tues |  | Wed |  | Thu |  | Fri |  | Sat |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Times from |  |  |  |  |  |  |  |  |  |  |  |
| until |  |  |  |  |  |  |  |  |  |  |  |

**Travelling to Work**

This job will require you to travel between clients homes. Some will also request that you do some shopping, collect their pensions etc.

**How would you get around?**

(Tick as appropriate. Can be more than one method)

|  |  |
| --- | --- |
| **Car – (We will need to see proof of Driving Licence, proof of valid Car Insurance with Business Insurance and a valid MOT Certificate)** |  |
| **Moped/ Motorbike** |  |
| **Cycle** |  |
| **Public Transport** |  |
| **Walk** |  |

## REFERENCES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCE 1 : CURRENT OR MOST RECENT EMPLOYER** | | | | |
| NAME |  | | | |
| POSITION |  | | | |
| ADDRESS |  | | | |
|  | | | | |
|  | | | POSTCODE |  |
| TELEPHONE NUMBER: | |  | | |
| May we contact this person prior to interview? | | | |  |
|  | | | | |
| **REFERENCE 2 : CHARACTER OR WORK REFERENCE*(Not to be from the same company as Reference 1)*** | | | | |
| NAME |  | | | |
| POSITION |  | | | |
| ADDRESS |  | | | |
|  | | | | |
|  | | | POSTCODE |  |
| TELEPHONE NUMBER: | |  | | |

**REFERENCES**

|  |
| --- |
| Please note here the names and addresses of two referees who can provide information relating to your competency for this role, one of whom **must** be your present or most recent employer. A character or work referee **should not** be from the **same company as information given for Reference 1, a relative or friend.** |

**FURTHER INFORMATION**

|  |  |
| --- | --- |
| Are you related to any Board or staff member of Age UK Lincoln & Kesteven? If yes, please give details | Yes/No |
| Do you require a work permit to work in the UK? | Yes/No |
| Do you have a current full driving licence? | Yes/No |
| Do you have access to your own transport? | Yes/No |
| **The Equality Act 2010 (Disability Discrimination Act 1995) has defined disability as follows; “A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities”**  Under these terms do you consider yourself to have a disability?  This will not have a detrimental effect on your application | Yes/No |
| **STRICTLY PRIVATE AND CONFIDENTIAL**  CAUTIONS, REHABILITATION AND CRIMINAL RECORDS  Because of the nature of the work for which you are applying, you must provide information about any convictions. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of Home Services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.  If you have no convictions please write NONE ............................  If you do have any previous or outstanding convictions, details of the type of offence, date, sentence, fine etc. should be placed in a separate, sealed envelope which will subsequently be returned to you. It will only be opened if you are considered for the appointment. Such information will be completely confidential to the appointing panel.  This section should be deleted for posts not exempted by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 | |

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| In accordance with its equal opportunities statement, we will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.  If you are selected for interview do we need to make any reasonable adjustments for your visit to our offices?  If reasonable adjustments are required please notify the office before attending. |
| Completed application and paperwork to be returned to the following address:  HUMAN RESOURCES DEPARTMENT  Age UK Lincoln & Kesteven  36 Park Street  Lincoln LN1 1UQ  Tel: 01522 696000  or email [recruitment@ageuklk.org.uk](mailto:recruitment@ageuklk.org.uk) |