

Application Form

Post applied for:	
How did you hear about this vacancy?	

Applicant's details:

Forenames		
Surname		
Address		
	Post code	
Home Telephone		
Mobile		
Email		

Declaration (please read carefully before signing this declaration)

1. I confirm that the information contained in this application is complete, accurate and correct and that any untrue or misleading information will give my employer the right to terminate any contract of employment offered
2. I agree that the information I have provided on this form and elsewhere as part of my application will be processed by Age UK Lindsey for the purposes of processing and dealing with my application in accordance with the Data Protection Act 2018 and the Privacy Notice set out at the end of this form
3. I agree that the organisation may apply to the Disclosure and Barring Service (DBS) for an Enhanced Disclosure, if the position requires one, and to previous employers for reference purposes

Signed:		Dated:	
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References**Name and address of your last or current employer**

Company		
Address		
	Post code:	
Job title		
Contact tel no.		
Email		
Can we contact prior to interview?	Yes / No	

Character reference (this person should not work for this company or be a relative or friend)
or another work reference (not from the same company as previous referee)

Company		
Address		
	Post code:	
Job title		
Contact tel no.		
Email		
Can we contact prior to interview?	Yes / No	

Additional Information

Are you related to any Trustee or member of staff of Age UK Lindsey?	Yes / No
If the answer to the above is YES please give details:	
Do you have a current full driving licence?	Yes / No
Do you have your own transport?	Yes / No
Do you have business cover included in your car insurance? If NO – are you prepared to obtain it?	Yes / No Yes / No
Do you require a work permit to work in the UK?	Yes / No

Educational/Professional Qualifications:

From (date)	To (date)	School/College/University	Subject	Grade/Qualification	Date

Evidence of IT Skills

IT Package used	Details of what you used the IT package for	What impact did it have

**Provide details of any further qualifications obtained
and/or Training courses attended**

Date	Subject	Training Provider

Employment Details

Current employment

Please give full details of your current or most recent job together with full contact details

Company name		
Address		
	Post code:	Tel no:
Position held		
Start date		
Salary		
Notice period		
Reason for leaving		
Job description (brief description of main duties and responsibilities)		

Previous employment

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

Dates From/To	Job title	Main responsibilities/ activities	Company address & contact number	Reason for leaving

(please expand the boxes or continue on a separate sheet if necessary)

Information in support of your application

Please detail here how you meet the requirements of the person specification, particularly how you feel you can demonstrate the values of our organisation, and your reasons for applying for this position.

This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of. Please continue on a separate sheet if necessary (only use a maximum of 2 sheets in total including this one)

Do you have any special requirements with regard to attending for interview?	Yes / No
If the answer to the above is YES please give details:	

Disclosure & Barring Service (DBS) Check

Because of the nature of the work for which you are applying you must provide information about any convictions. Our request for this information 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 the Independence at Home Services. In the event of being employed any failure to disclosure such convictions could result in withdrawal of a job offer, dismissal or disciplinary action.

If you have **NO** convictions please write NONE here: _____

If you do have any previous or outstanding convictions details of the type of offence, date, sentence fine etc. should be written on a separate sheet and placed in a sealed envelope and enclosed with this application. It will only be opened if you are to be considered for the role. Such information will be completely confidential and only see by the Director of HR.

Age UK Lindsey has a Recruitment of Ex-offenders policy that may be viewed on request.

I declare that to the best of my knowledge the information on this form is true and correct.

Signature of Applicant **Date**

Data Protection Privacy Notice and Consent

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR). Please ensure that you read this notice (referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

Age UK Lindsey (the 'Company') is a 'data controller' and gathers and uses certain information about you. In this notice, references to 'we' or 'us' mean the Company.

Data protection principles:

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the information we collect and hold

What information

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record;
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- Information regarding your academic and professional qualifications
- Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)
- Your nationality and immigration status and information from related documents, such as your passport, driving licence or other identification and immigration information

You are required to provide the categories of information marked above to us to enable us to verify your right to work and suitability for the position.

How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), your education provider; the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Privacy Notice):

- to take steps to enter into a contract of employment;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest, such as ensuring your suitability to work with vulnerable adults;
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law or any contract to which we are bound.

More Information

If you require any further information on how we collect and process your personal data, and to exercise your statutory rights in connection with such data, please contact Director of HR on 01507 524242

Please read the sentence below and, if you consent, please sign and date.

I consent to the processing of my personal data by Age UK Lindsey. I understand that my data may be securely shared with other organisations in order to comply with relevant legislation.

**I understand I can withdraw consent at any time by contacting the Director of HR
Tel: 01507 524242**

Name of applicant: _____

Signature: _____ Date: _____

We will never pass your personal details on to any third parties without your consent.

The completed Application Form should be returned to the following address:-

**Age UK Lindsey
The Old School House
Manor House Street
Horncastle
LN9 5HF
Tel: 01507 524242 option 4
Email: HR.aukl@ageuklindsey.co.uk**

PLEASE NOTE: it is the policy of Age UK Lindsey not to accept CV's and all applicants must complete an application form