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**AGE UK MANCHESTER**

**STAFF APPLICATION FORM**

***Confidential***

Pam Bryan, Home Care Manager

Lisa Westwell, Assistant Care Manager

*(North/Central/East Manchester)*

**Openshaw Resource Centre**

10 Catherine Street

Openshaw

Manchester M11 1WF

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Age UK Manchester is the working name of independent local charity Age Concern Manchester, Brand Partner of Age UK. Age Concern Manchester is a charitable company limited by guarantee and registered in England

(Registered charity no. 1083242 and registered company no. 4075099).

The registered address is Canada House, 3 Chepstow Street, Manchester M1 5FW VAT number 818054141.

Position applied for:

Date you are available to take up employment:

Prepared to work: Full time: Part time:

**Please mark working option**

**1: PERSONAL DETAILS**

Title:Surname First Name:

Address:

Post Code:

Home Tel No: Mobile No:

Do you need a work permit to work in the UK? Yes No

Do you have a clean UK Driving licence? Yes No

Do you own a car or have access to one? Yes No

If you have answered ‘No’ to any of the questions please provide more information:

Have you previously worked for Age UK Manchester /

Age Concern Manchester or any other Age UK, **if Yes**

**please give details in Section 2 Employment Section** Yes No

Are you related to anyone working for Age UK? Yes No

If ‘Yes’ please state in what capacity:

If offered this position will you continue to work in any other capacity;

paid or voluntary? Yes No

**2: EMPLOYMENT DETAILS** (Please give present employment details and if now unemployed give details of the last employer)

Job Title:

Name of Employer:

Address of Employer (include post code):

Date Appointed:

Date left or notice required:

Reason for leaving:

Salary:

**Brief description of duties and responsibilities:**

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| --- |
| **Please give a complete employment history and account for any gaps in your employment.**  |
| ***Employer*** | ***Position held & description of duties*** | ***Dates (from & to) & reason for leaving*** |
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**3: INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use the space below to write in your own words why you should be considered for the position.

**4: TRAINING**

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| --- |
| **Training and Development –** Please give details of any training or course you have attended (e.g. First Aid, NVQ etc) |
| Dates | Organising Body | Qualification gained |
| From | To |
|  |  |  |  |
| **Education details** |
| Dates | School / College / University | Course |
| From | To |
|  |  |  |  |

**5: REFEREES**

**Please provide details for two referees, one should be your present or last employer. Family members are not permitted. References will only be taken up if you are successful.**

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone No: | Telephone No: |
| E-Mail: | E-Mail: |
| Relationship to you: | Relationship to you: |

**6: CONVICTIONS / DISQUALIFICATIONS**

**We would draw your attention to the following statement:-**

**Rehabilitation of offenders Act 1974 (Exceptions) (Amendment) Order 1986**

Under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 “Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are therefore not entitled to withhold information when asked about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the company.”

**Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence /s is/ are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement and interview).

You will be asked at interview whether you have any unspent convictions, cautions, reprimands or warnings.

To ensure the safety of our clients a criminal record (DBS) check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position with Age UK Manchester. If a check is returned and reveals any information, this will be discussed with the applicant and the Manager will make a decision as to whether the offer of employment should be withdrawn.

**DECLARATION**

I confirm that the above statements are true and correct and understand that any misrepresentation will invalidate my application and, if employed, could lead to dismissal.

I agree to a DBS Check.

I agree to complete a Health Declaration form. You will be asked to complete this form after appointment.

Signed:

Date: