

JOB APPLICATION FORM – AGE UK MANCHESTER

CONFIDENTIAL

To be completed by all applicants applying for Home Care, Day Care, Advice Workers and Holmfield positions.

Failure to complete ALL sections of this application will result in your application being disregarded.

Age UK Manchester
20 St Ann's Square
Manchester
M2 7HG

Telephone:

Post Applying For:

Closing Date:

SECTION A: PERSONAL DETAILS

Preferred title: Mr, Mrs, Miss, Ms or other (please indicate)

First Name (s):

Last Name(s):

Address:

Post Code:

Home Telephone No:

Mobile Telephone No:

Email Address:

Are you eligible to work in the UK? YES NO

Do you own a car or have access to one? YES NO

Please give two referees, one of whom must be your present or most recent employer
References will only be taken up if you are successful.

First Name:	First Name:
Last Name:	Last Name:
Address:	Address:
Post Code:	Post Code:
Contact Tel No:	Contact Tel No:
Email Address:	Email Address:
Relationship:	Relationship:

JOB APPLICATION FORM – AGE UK MANCHESTER**CONFIDENTIAL****To be completed by all applicants applying for Home Care, Day Care, Advice Workers and Holmfield positions.****Failure to complete ALL sections of this application will result in your application being disregarded.****SECTION B: 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:**Previous Employment (include unpaid)**

Dates		Name and address	Position held	Reason for leaving
From	To		Title and main duties	

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SECTION C: RELEVANT TRAINING / EDUCATION

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		

SECTION D: ADDITIONAL INFORMATION

Describe briefly why have you applied for this vacancy?

Using the Job Description and Person Specification please show why you are suitable for the job using your past experience and skills. Give examples where possible and if necessary continue on a separate A4 sheet of paper.

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SECTION E: DECLARATIONS**Criminal convictions**

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

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."

Do you agree to a DBS Check?

YES

NO

Statement to be signed by the Applicant

I confirm that the information I have given is, to the best of my knowledge, true and complete. I understand that my application will be disqualified, or if already appointed, disciplinary action considered, if I have knowingly given false information.

I agree that Age UK Manchester can create and maintain electronic and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998

Application forms must be signed and dated

Signature

Date

Please return your completed application form to the address at the front of the form.

If you return your application electronically, and you are selected for interview, you will be asked to sign and date the form at that time.

Data Protection Act 1998

Information on our database is strictly confidential and we do not pass on any personal data about you to outside organisations and/or individuals without your express personal consent. By signing this application form you will indicate that Age UK Manchester may keep basic information from this form on computer.

Age UK Manchester, as an employer and as a service provider, is working to remove all forms of unfair discrimination, whether on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.