

APPLICATION FOR EMPLOYMENT

You can fill in this form electronically. Click on a grey box to turn it blue, then type. Please save the document and either email it to us or print it out and post it. Please refer to the Guidance notes when completing each section. Where necessary continue your answers on a separate sheet, which may be typed. **Please note that CVs are not acceptable and will be discounted.**

1.

For which post are you applying?

How did you learn of this vacancy? if on-line please state where

National insurance number:

2.

Surname: Forenames:

Address: Title: Mr/Mrs/Miss/Other.....

Postcode:

Home tel: work tel:

Mobile tel: email:

3. EMPLOYMENT HISTORY

Current/Most recent employer	From/To	Job title/Brief description of duties
Notice required: <input style="width: 120px; height: 20px;" type="text"/>	Present rate of pay: £	Reason for leaving: <input style="width: 320px; height: 40px;" type="text"/>

4. EDUCATION

General education	Level	Grade

Further education	Qualification	Grade/Class

5. PRACTICAL TRAINING/PERSONAL DEVELOPMENT

Organisation	Qualifications gained

6. Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation. Are you legally entitled to live and work in the United Kingdom and able to produce documentation?

Yes No

You are advised that we check documents thoroughly and cooperate fully with the Border and Immigration Agency to prevent illegal working. We reserve the right to check with the Border and Immigration Agency applicant's documents and you agree to us using the on-line checking service.

7. Disclosure & Barring Service

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. For definition see the guidance notes received with this application form.

Yes No

If your role requires a DBS you will be required to pay for this yourself but will be refunded on completion of six month's satisfactory probation.

8. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Empty rectangular box for providing additional information in support of the application.

9. WHY DO YOU WANT THIS JOB?

Empty rectangular box for explaining why the applicant wants the job.

10. REFERENCES

Present or most recent employer		Personal – known for at least 2 years	
Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Tel no:	<input type="text"/>	Tel no:	<input type="text"/>
email:	<input type="text"/>	email:	<input type="text"/>

11. DRIVING: see person specification – only complete if relevant to present application.

Do you hold a current full driving licence? Yes No

Do you have access to personal transport? Yes No

If driving is a requirement of the job, please give details of any endorsements:

12. Disability Discrimination (Equalities Act 2010)

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage? Ye N

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

13. Signature

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment without notice. Please note that all information received will be processed under current Data Protection legislation and unsuccessful applications will be kept for 6 months then destroyed.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Equality and Diversity Monitoring Form

The Equal Opportunities Policy of Age UK Milton Keynes states we will not unjustifiably discriminate against anyone on the grounds of age, race, colour, nationality, religion, ethnic origin, gender, disability, sexual orientation and marital status. In order that we can measure the impact of this policy, and continue to develop relevant personnel policies, would you please complete this form. It is your choice to complete this form or not and you may choose to leave some sections blank.

The information on this page is confidential and will be used for statistical monitoring purposes only and will not be available for those who are short-listing or interviewing.

Position Applied for :	
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Gender:	Male		Female		Other	
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Gender Identity:					
Do you identify as a transgender/transsexual?	Yes		No		Prefer not to say

ETHNICITY	White British		British Asian		Mixed British	
	White European		Indian		Mixed Caribbean	
	Other White		Pakistani		Mixed African	
	Black British		Bangladeshi		Mixed Other	
	Black Caribbean		Other Asian			
	Black African		Other Ethnic			
	Other Black		Arab			

RELIGION	I would describe my religion as	
	I have no particular religion of belief	

AGE	16-24		25-29		30-34	
	35-39		40-44		45-49	
	50-54		55-59		60-64	
	65+					

MARITAL STATUS	Married	
	Divorced	
	Single	
	Civil Partnership	

SEXUAL ORIENTATION	Heterosexual/Straight		Bisexual	
	Gay woman/lesbian		Gay Man	

DISABILITY	The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse affect on a person’s ability to carry out normal day-to-day activities. An effect is long-term if it has lasted, or is likely to last, more than 12 months.		
Do you consider that you have a disability under the Equality Act (please tick)?	Yes		
	No		
	Used to have a disability but have now recovered		