

APPLICATION FORM

PLEASE NOTE

Complete all sections in black ink or type.

Please return completed applications to recruitment@ageuknorthants.org.uk

POST APPLIED FOR:	Please indicate where you saw this post advertised:
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ALL APPLICANTS

Please complete in capital letters:

Surname: _____ First Name: _____ Title: _____

Address for correspondence: _____

Post Code: _____

Telephone (Home): _____ Mobile: _____

Telephone (Work): _____ E-Mail: _____

May we contact you at work? – we will do so discreetly Yes No

PRESENT AND PREVIOUS STAFF AND VOLUNTEERS

Are you currently employed by Age UK Northamptonshire or have you left Age UK Northamptonshire employment in the last 12 months? Yes No

Are you currently a volunteer with Age UK Northamptonshire or have you ceased to be a volunteer with Age UK Northamptonshire in the last 12 months? Yes No

Please give brief details and dates worked and past experience with Age UK Northamptonshire or another Age Concern group:

Any person applying for a role within our Trading Products Office or subsequently becomes involved with insurance or handling of insurance monies must pass our T&C scheme recruitment requirements including the completion of an additional application form & references (where necessary).



EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM

In accordance with its policy on equal opportunities in employment, the Charity will provide equal opportunities to any employee or job candidate and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or belief, marital status, age or disability.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at short listing and appointment as well as application stage. All information will be treated in confidence and will not be seen by employee directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Post Applied for:

Location:

Full Name:

Gender: Female Male **Date of Birth:**

Age:

Marital Status: Married Single Other

Do you have responsibility for dependants? (Dependants relate to children, elderly or other persons for whom you are the main carer). Yes No

Do you have any disabilities? Yes No

Ethnic origin: (Relates to a sense of identity/belonging on the basis of race/culture).
I would describe myself as:

A White:

B Mixed:

British		White and Black Caribbean	
English			
Scottish		White and Black African	
Welsh		White and Asian	
Irish		Other, please specify:	
Other (please specify)			

D Black

C Asian

Caribbean		Indian	
African		Pakistani	
Other; please specify;		Bangladeshi	
		Other, please specify:	



ASYLUM AND IMMIGRATION ACT 1996 – PROOF OF LEGAL RIGHT TO WORK IN THE UK

Please indicate which of the following you are able to provide to prove your eligibility to work in the UK:

Valid European Union Passport:

European Union Birth Certificate:

Foreign Student Matriculation Card:

Valid and appropriate working or residential visa or permit:

If you cannot provide any of the above, please contact the HR Department before applying for this position.

OUTSTANDING DISCIPLINARY/LEGAL PROCEEDINGS

Are you subject to any current or outstanding disciplinary action or legal proceedings?
Yes No

If yes, please give details in a separate envelope marked private and for the attention of the HR Manager.

DISABILITY DISCRIMINATION ACT 1995

Please indicate if you have any requirements to enable you to attend an interview:
Yes No

Please state your requirements below (e.g. wheelchair access, sign language etc.)

DECLARATION

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee the right of access to personal data held about them.

I hereby give my consent to Age UK Northamptonshire processing the data supplied in this application form for the purpose of recruitment and selection.

Any offer of employment with Age UK Northamptonshire is subject to the receipt of at least two satisfactory references and, if appropriate, a satisfactory DBS check

I confirm that the information provided on this form and any attachments is correct and complete. I understand that any information later discovered to be incorrect may result in termination of any agreements made.

Signed:

Date:



Please provide names and addresses for two references indicating in what capacity you know them. One of these must be your present or most recent employer. Please note that friends and relatives are not acceptable referees.

1. REFEREE	2. REFEREE
Name:	Name:
Address:	Address:
Telephone No. Home:	Telephone No. Home:
Business:	Business:
E Mail:	E Mail:
In what capacity is the referee known to you?	In what capacity is the referee known to you?

OTHER INFORMATION	
Do you have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have regular access to a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you any current penalty points?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you to the best of your knowledge related to any member of staff or of the Board of Trustees of Age UK Northamptonshire?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	
Is there any further information you would like to make us aware of in support of your application, e.g. voluntary work, membership of public bodies? Yes <input type="checkbox"/> No <input type="checkbox"/>	

CRIMINAL CONVICTIONS
<p>Some positions require us to carry out a criminal record check through the Disclosure & Barring Service (DBS). Please give details of <u>ANY</u> convictions, cautions or bindovers received or proceedings being instituted against you. Please give these details on a separate sheet and insert into a sealed envelope for the attention of the Human Resources Department and mark private. Securely attach this to the application form. The Disclosure & Barring Service has produced guidance for disclosure applicants and this is available from Age UK Northamptonshire HR Department upon request, or from www.gov.uk</p>
If none, write "none" in the space below.
Any failure to notify us of any such convictions, cautions or bindovers at this stage may result in any agreements between us being terminated



EDUCATION AND TRAINING			
Secondary School/College/ University/Professional Assoc.	Date From	Date To	Qualifications gained and grade obtained

OTHER RELEVANT TRAINING COURSES	
Organising Body and Title	Brief Description of Course Content Dates Attended

DETAILS OF CURRENT/LAST EMPLOYER					
Name and Address of Employer	Job Title	Salary	Date From	Date To	Reason for Leaving

Give a brief description of duties and responsibilities of that post:

Continue on an extra sheet if necessary

Current notice required:



DETAILS OF PREVIOUS EMPLOYMENT (most recent first)

Name and Address of Employer	Job Title	Salary	Date From	Date To	Reason for Leaving



EXPERIENCE AND SKILLS

Please use this space to demonstrate how you meet each point contained within the person specification drawing on work, voluntary and other experiences, skills and knowledge. Please list your answers under each heading and remember to include the “desirable” requirements should this be appropriate. Please note that failure to do this may mean that your application will not be considered (CV’s are not accepted as an alternative to filling in this section).

Continue on an extra sheet if necessary



Blank application form area.

