

# APPLICATION FORM

**PLEASE NOTE**

Complete all sections in black ink or type.

**Please return completed applications to [recruitment@ageuknorthants.org.uk](mailto:recruitment@ageuknorthants.org.uk)**

<b>POST APPLIED FOR:</b>	<b>Please indicate where you saw this post advertised:</b>
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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 &amp; 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 &amp; Barring Service has produced guidance for disclosure applicants and this is available from Age UK Northamptonshire HR Department upon request, or from <a href="http://www.gov.uk">www.gov.uk</a></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

**DETAILS OF LAST 2 EMPLOYERS INCLUDING MOST RECENT**

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

Current notice period:

Name: .....

Please indicate below days you would be available to work and hours per day

(Please ✓ as applicable)

Monday  am  pm  total hours

Tuesday  am  pm  total hours

Wednesday  am  pm  total hours

Thursday  am  pm  total hours

Friday  am  pm  total hours

Saturday  am  pm  total hours

Sunday  am  pm  total hours

Please use the box below to tell us why you are interested in this position.

