

FOR OFFICIAL USE ONLY:

APPLICATION FOR EMPLOYMENT WITH AGE UK NORTHAMPTONSHIRE

Thank you for your enquiry about this vacancy and your interest in working for Age UK Northamptonshire.

- These notes are intended to help you to complete the Application Form effectively.
- **Please read them carefully before you complete the form.**
- To enter your responses - use the tab key or click into the boxes that say '**Click or tap here to enter text**'

On pages 2 - 4 where you are also selecting from a list or giving a 'yes' or 'no' response, use the tab key or click into the boxes that have a 'small' inner square, then press the space bar or click again to display an 'X'. To deselect, either press the space bar again or click back onto the 'X' and the small box will appear again.

- Pages 1 – 4 will be detached and retained by the HR dept. Pages 5 - 8 will be used for shortlisting.
- If you do not hear from us within **2 weeks** of the closing date you will not have been selected for interview.

Name of Applicant:	
Post Applied for:	
Department/Location:	
Where did you see this post advertised:	

Notes on Filling in the Application Form

<p>Job Description, Person Specification and Supporting Information</p> <p>Please read these carefully before completing the Application Form.</p> <p>Completing the Application Form</p> <p>The following headings correspond to appropriate sections in the Application Form.</p> <p>Education and Qualifications / Other relevant Training Courses</p> <p>List all qualifications obtained and training received (both formal and informal), and any relevant courses you have attended.</p> <p>Details of Employment</p> <p>Starting with your present employer, please list all your previous employers (if presently employed, begin with your last employer). Include the job title, the period you worked for them and your reasons for leaving.</p> <p>Please list any paid or unpaid work.</p> <p>Relevant Experience and Skills to role applied for</p> <p>Take your time over this section because this is your chance to sell yourself. Include all relevant experience – whether it's from a past job, running a household, voluntary work or leisure interests.</p>	<p>Remember, we're specifically interested in you, not just the department or company you worked for, so keep the information personal.</p> <p>Overall – look at the job advertisement and try to fit your experience with the job requirements.</p> <p>Some other points to bear in mind</p> <ul style="list-style-type: none"> • Do not submit the same application for more than one job. Tailor each application to fulfil the requirements for a particular job. • Please remember to complete the Equal Opportunities section overleaf. • Make sure the Application Form is returned to the address shown by the closing date stated in the advertisement. Application received after the date specified will not be processed. • Please do not send in C.V.s. as the Application Form contains sufficient information. <p>Your completed Application Form to be returned to:</p> <p>By email: recruitment@ageuknorthants.org.uk</p> <p>By post: HR Dept. Age UK Northamptonshire The William & Patricia Venton Centre York Road, Northampton NN1 5QJ</p>
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EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM

In accordance with our 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 that also include the shortlisting stage and appointment. All information will be treated in the strictest confidence and will not be seen by the interviewer directly involved in the appointment.

This section will be detached from your Application Form, stored separately and used only to provide statistics for monitoring purposes. It is your choice to complete this section and you may choose to leave some sections blank. Please insert an 'X' into the highlighted boxes, unless a description is requested.

Thank you for your assistance.

Full Name:	
Previous Name(s) (if any):	

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

The Equality Act 2010 defines a disability as a 'physical or mental impairment which has a substantial and long-term adverse effect 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 have any disabilities under the Equality Act 2010? * Yes No

If yes, please specify:

Age Group:	16-24 <input type="checkbox"/>	25-29 <input type="checkbox"/>	30-34 <input type="checkbox"/>	Marital Status:	Married <input type="checkbox"/>
	35-39 <input type="checkbox"/>	40-44 <input type="checkbox"/>	45-49 <input type="checkbox"/>		Divorced <input type="checkbox"/>
	50-54 <input type="checkbox"/>	55-59 <input type="checkbox"/>	60-64 <input type="checkbox"/>		Single <input type="checkbox"/>
	65+ <input type="checkbox"/>				Civil Partnership <input type="checkbox"/>

Gender:	Female <input type="checkbox"/>	Sexual Orientation:	Heterosexual <input type="checkbox"/>	Lesbian <input type="checkbox"/>
	Male <input type="checkbox"/>		Bisexual <input type="checkbox"/>	Gay Man <input type="checkbox"/>
	Other <input type="checkbox"/>		Transgender <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
		If you prefer to use your own term, please state: <input style="width: 300px; height: 20px;" type="text"/>		

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

White English Scottish Welsh Irish
 British European Gypsy Other white

Other white background (please specify)

Asian Indian Pakistani British Other Asian

Other Asian background (please specify)

Black Caribbean British Other black

Other Black background (please specify)

Mixed White & Black Caribbean White & Black British White & Asian
 White & Black African Other mixed

Other mixed background (please specify)

Chinese Prefer not to say

Contact Information			
Current address (including post code):			
Telephone (Home):		Telephone (Work):	
		Mobile:	
May we contact you at work? (we will do so discreetly)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:			

Present and previous staff and volunteers	
Are you currently employed by Age UK Northamptonshire, or have you left the Charity's employment in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently a volunteer with by Age UK Northamptonshire, or have you ceased to be a volunteer with the Charity in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any member of your family or household an employee of Age UK Northamptonshire	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state names(s) and relationship(s):	
Please give brief details and dates worked and past experience with Age UK Northamptonshire or another Age UK/Age Concern group	
<i>Note: 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 and references (where necessary)</i>	

Asylum and Immigration Act 2016 – Proof of legal right to work in the UK	
Please indicate which of the following documents you can provide to prove your eligibility to work in the UK	
Valid European Union Passport <input type="checkbox"/>	Foreign Student Matriculation Card <input type="checkbox"/>
European Union Birth Certificate <input type="checkbox"/>	Valid and appropriate working or residential visa or permit <input type="checkbox"/>
Note: If you cannot provide any of the above, please contact the HR Department before applying for this position.	

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.	
Please indicate if you have any requirements to enable you to attend an interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state your requirements: (e.g. wheelchair access, sign language etc.)	

Disclosure & Barring Service and Outstanding disciplinary/legal proceedings	
<i>The Disclosure & Barring Service has produced guidance for disclosure applicants, available from the Age UK Northamptonshire HR Department upon request, or from www.gov.uk.</i>	
All successful candidates will have a Disclosure and Barring Service check carried out prior to commencing their employment with Age UK Northamptonshire. It is important that ANY convictions, cautions, reprimands, bind overs, final warnings or proceedings against you that that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 are disclosed to us, as failure to do so at this stage may result in any agreements between us being terminated.	
Please give these details on a separate sheet and insert into a sealed envelope for the attention of the Human Resources Department, marked PRIVATE AND CONFIDENTIAL, along with this Application Form, ensuring it is securely attached.	
Please indicate which applies:	I have enclosed a separate sheet with details <input type="checkbox"/> None: <input type="checkbox"/>

References			
Please give the names and addresses of two people who could provide a reference about your work. The first referee should be your current or last employer. Friends and relatives are not acceptable referees.			
If you are known to your referee by a different surname, please provide that name:			
1: Referee		2: Referee	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Telephone No.	Home:		Telephone No.
	Business:		
Email:		Email:	
In what capacity is the referee known to you.		In what capacity is the referee known to you.	

Other information	
Do you have a full current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any current penalty points/endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have regular access to a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give brief details:	<input type="text"/>
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"/>
If yes give details:	<input type="text"/>

Declaration (also see separate Job applicant privacy notice – GDPR)
Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation 2018. Individuals have, on written request, 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.
I understand also that any offer of employment with Age UK Northamptonshire is subject to the receipt of at least two satisfactory references and a Disclosure and Barring Service (DBS) clearance check.
I confirm that the information provided in this Application Form, and any attachments that are supplied by me, are correct and complete. I further understand that any information later discovered to be incorrect or misleading may result in the termination of any agreements made.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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(Note: Only sign and date this declaration section after you have read, completed and checked all of information contained within this Application Form).

Personal Information – All applicants to complete

*For equal opportunities reasons we do not ask for your name in this section.
The HR department will allocate an identifying number when the form is returned for processing.*

Your full initials:		For office use only:	
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Education & Qualifications

From GCSE or equivalent to degree level in chronological order

Secondary School/ College/ University/Professional Association etc	Date from (e.g. June 2013)	Date to (e.g. July 2019)	Qualifications Gained	Grade / Level

Continuation sheet on last page

Other relevant Training Courses

Dates Attended	College or Organisation	Course Title (including brief overview of content)

Continuation sheet on last page

DETAILS OF EMPLOYMENT**Current or last employer**

Name and Address of Employer	Job Title/ Post held	Salary	Date from (e.g. 01.04.19)	Date to (e.g. 05.07.19)	Reason for leaving/change
Give a brief description of the duties and responsibilities of the current / last post held by you. <i>(Continuation sheet on last page)</i>					

Current period notice required:

Previous Employers*List in chronological order commencing with the most recent*

Name and Address of Employer	Job Title/ Post held	Salary	Date from (e.g. 01.04.19)	Date to (e.g. 05.07.19)	Reason for leaving/change

Continuation sheet on last page

Relevant Experience and Skills to the role applied for

Please use this space to demonstrate how you meet each point contained within the Person Specification, drawing on your work, voluntary and other experiences, skills and knowledge. Please list your answers under each heading and remember to include the “desirable” requirements, as indicated by the Person Specification, should this be appropriate. Please note that failure to do this may mean that your application will not be considered.

Note: CVs are not accepted as an alternative to filling in this section).

Continuation sheet on last page

Continuation sheet

**PLEASE CHECK ALL OF YOUR INFORMATION, THEN SIGN THE DECLARATION ON PAGE 4
BEFORE SUBMITTING YOUR APPLICATION FORM**