

Application Form

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| **Please complete ALL sections in BLACK ink or type.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **POST APPLIED FOR:** |  | **Please indicate where you saw this post advertised:** | | | | | **HOURS:** |  |  | **Age UK website**  **Social Media (specify)** |  | **Word of mouth**  **Other (specify)** | |

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| **CONTACT DETAILS** |
| If hand-writing the form, please complete the contact details section **only** in **CAPITAL** letters:  Title:       First Name:       Surname:  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  X:\Labels, Logos, Filing & Signage\Logos\Disability Confident\employer_small.png  Is this a application?  Yes  No (see guidance notes for more information) |

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| **PREVIOUS STAFF AND VOLUNTEERS** |
| Have you previously been employed by Age UK Notts:  Yes  No    Are you currently a volunteer with Age UK Notts:  Yes  No  Are you to the best of your knowledge related to any member of staff or of the Board of Trustees of Age UK Notts?  Yes  No  If yes to any question, please give details, and dates if applicable: |

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| **EDUCATION AND TRAINING** | | |
| Secondary School/College/University/  Professional Assoc. | Dates Attended | Qualifications Gained and Grade |
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| **OTHER RELEVANT TRAINING COURSES** | | |
| Organising Body and Title | Date Course Undertaken | Brief Description of Course Content |
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| 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? | | |

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| **DETAILS OF CURRENT/LAST EMPLOYER** | | | | |
| Name of Employer | Job Title | Salary | Dates with Employer | Reason for  Leaving |
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| Give a brief description of current duties and responsibilities: | | | | |
| Current notice required: | | | | |

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| **REFERENCES** | |
| Please provide the names and addresses of at least TWO referees, indicating in what capacity you know them. It is Age UK Notts’ policy to take references that cover at least a full **5 years** employment history, so please provide referees for all of the positions you have held in the last 5 years. One of these must be the present or most recent employer, as stated above**.**  **Please note that friends and relatives are not acceptable referees regardless of their occupation or professional qualification.** | |
| 1. REFEREE   Name:  Address:  Telephone No. Home:  Business:  E Mail: | 1. REFEREE   Name:  Address:  Telephone No. Home:  Business:  E Mail: |
| In what capacity is the referee known to you? | In what capacity is the referee known to you? |

**Continue on an extra sheet if necessary**

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| **DETAILS OF PREVIOUS EMPLOYMENT (most recent first)** | | | | |
| Name and Address of  Employer | Job Title | Salary | Dates with Employer | Reason for  Leaving |
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**Continue on an extra sheet if necessary**

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| **EXPERIENCE AND SKILLS** |
| Please use this space to demonstrate how you meet **each point** of the **essential and desirable** requirements of the Person Specification contained in the Job Description. Please take every opportunity to answer each point drawing on work, voluntary and other experiences, skills and knowledge. Please note that CV’s are not accepted as an alternative to filling in this section. **FAILURE TO DO THIS MAY MEAN THAT YOUR APPLICATION MAY NOT BE CONSIDERED.** |
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**Continue on an extra sheet if necessary**

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| **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. |

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| **EQUALITY ACT 2010** |
| Please indicate if you have any requirements to enable you to attend an interview and your requirements below (e.g. wheelchair access, sign language etc.) |

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| **OTHER INFORMATION** |
| Do you have a full UK driving licence?\*  Yes  No  *\*or have a license from another designated country & are legally entitled to drive in the UK (see guidance notes)*  Do you have regular access to a vehicle?  Yes  No  Have you any current penalty points? If so, how many?  Yes  No  Have you ever been convicted of any drink or drug related driving offences?  Yes  No  Is this a job share application?  Please indicate when you may not be available for interview within the month:  Click here to enter a date. to Click here to enter a date. |

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| **CRIMINAL CONVICTIONS** | |
| **Some positions require us to carry out a criminal record check through the Disclosure & Barring Service (DBS).**  Have you ever been cautioned or convicted of any civil and/or criminal offence?  Yes  No  *(You are not required to give details of a ‘spent conviction’ as provided by the Rehabilitation of Offenders Act 1974)*  Are there any alleged offences or cautions outstanding against you?  Yes  No  **Any failure to notify us of any such convictions, cautions or bindovers at this stage may result in any agreements between us being terminated.**  I agree that any offer of employment with Age UK Notts is subject to receipt of at least two satisfactory references and, if appropriate, a satisfactory DBS check.  In accordance with current Data Protection Law and our Privacy Statement, it is agreed that Age UK Notts may hold and use personal information about me for personnel reasons and to enable Age UK Notts to keep in touch with me. This information is stored in both manual and computer form.  **I confirm that the information provided on this form and any attachments is correct and complete. I understand that it is a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of material fact or deception will cause for immediate cancellation of consideration for employment, or dismissal if already employed.**  Signed:       Date: | |
| **IMMIGRATION, ASYLUM & NATIONALITY ACT 2006 – 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 UK Passport or Irish Passport/Passport Card:  Yes  UK, Channel Islands, the Isle of Man or Ireland Birth/Adoption Certificate:  Yes  Valid and appropriate working or residential visa or permit:  Yes  *e.g. Biometric Residence Permit or Frontier Worker Permit*  Current Immigration Status Document with a valid endorsement:  Yes  Valid & appropriate Home Office issued/verified document:  Yes | |

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| **DECLARATION** |
| **Thank you for taking the time to complete this application form. Please sign the declaration below to confirm that the information you have given is correct and, in accordance with current Data Protection Law and our Privacy Statement**  Any offer of employment with Age UK Notts is subject to the receipt of at least two satisfactory references and, if appropriate, a satisfactory DBS check.  Please note that some information will be entered into Age UK Notts’ recruitment database but will not be disclosed outside Age UK Notts without your consent. Further information about Age UK Notts can be found on our website: [www.ageuk.org.uk/notts](http://www.ageuk.org.uk/notts)  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 the termination of any agreements made.  It is agreed that Age UK Notts may hold and use personal information about me for personnel reasons and to enable Age UK Notts to contact me. This information can be stored in both manual and computer form.  Signed:       Date:  (If completing this section electronically typing your name where you would sign is accepted as consent) |



*Completed application forms should be sent to:*

**Human Resources Department**

**Age UK Nottingham & Nottinghamshire**

**The Lifestyle Centre**

**16-18, Bridgeway Centre**

**Nottingham**

**NG2 2JD**

*Or emailed to:*

**Email: recruitment@ageuknotts.org.uk**

**Tel: 0115 8440011**

**Charity No. 1067881**

  

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