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| Post applied for:Age UK Oxfordshire Job Application Form |       | **Location:** |       |

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| Closing date: |       | **Where did you see the post advertised?** |       |

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| Referred by? (name of employee): |       |

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| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE****C.V.s** are not accepted. Applications received after the closing date will not normally be considered. |
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| Section 1 Personal details |

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| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

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| --- | --- |
| Address: |       |
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|  |       |

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| Postcode: |       |

 Letters Numbers Letter

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| **Daytime Telephone No:** |       | **National Insurance No:** |   |   |   |   |   |   |   |   |   |

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| **E-mail address:** |       |

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| Do you have the right to work in the UK\*\*?  |  Yes | [ ]  | No  | [ ]  |

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| **Have you previously been employed by/volunteered with or sought employment with the AUKO Group\*\*\*?** | Yes | [ ]  | No | [ ]  |

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| *If YES please give details:* |       |
| **Are you related to any current Staff Member or Trustee of the AUKO Group?** | Yes | [ ]  | No | [ ]  |
| *If YES please give details:* |       |

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| **Driving License\*\* -** If relevant to post applied for:Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |
| Do you have access to a car? | Yes | [ ]  | No | [ ]  |

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| **\***\*\*If you are successful you will be required to provide relevant evidence of the above details.\*\*\*AUKO Group includes: Age UK Oxfordshire, Age UK Oxfordshire Trading Ltd, Action for Carers Oxfordshire.  |
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| **Section 2 Rehabilitation of Offenders Act (1974)** |

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| Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? | Yes | [ ]  | No | [ ]  |

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| If yes, please give details / dates of offence(s) and sentence: |
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| **Section 3 Protecting Children and Vulnerable Adults** |
| The following information may be required if the post you are applying for has a requirement for a DBS check. (The Disclosure and Barring Service).

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| **DBS Enhanced Checks Only ( please refer to Job Specification)**Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes | [ ]  | No | [ ]  |

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| If yes, please give details / dates of offence(s) and sentence: |
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| Section 4 Conflict of Interest Statement  |
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| If appointed, do you have any interests or hold any appointments that may conflict with employment by the AUKO in the role for which you have applied? | Yes | [ ]  | No | [ ]  |
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| If yes, please give details: |
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| **Section 5 References** |

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| Please provide the names and addresses of your TWO most recent employers to whom confidential enquiries may be made regarding your application. If you are at school, college or university or have recently left please give the name of your teacher or lecturer. Referees must not be members of your family or spouse/partner. |

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| **Reference 1** |  | **Reference 2** |

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| Name: |       | **Name:** |       |

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| Position held(job title): |       | **Position held****(job title):** |       |

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| Work Relationship: |       | **Work Relationship:** |       |

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| Organisation: |       | **Organisation:** |       |

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| Address: |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

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| Telephone No: |       | **Telephone No:** |       |

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| E-mail: |       | **E-mail:** |       |

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| Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  | Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  |
| Section 6 Present Employment |
| **Present Employment:** (If now unemployed: give details of last employer) |

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| Name of Employer: |       |

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| Post Title: |       |

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| Date of Appointment: |       |  |  |

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| **Brief description of duties:** |
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| Period of notice: |       | **Last day of service**(if no longer employed)**:** |       |

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| **Reason for leaving**(if no longer employed)**:** |       |

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| Section 7 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business. |
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| Name of Employer: |       |

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| Position held: |       | **Dates of employment:** |       |

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| **Summary of duties:** |
|       |

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| **Reason for leaving:** |       |
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| Name of Employer: |       |

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| Position held: |       | **Dates of employment:** |       |

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| **Summary of duties:** |
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| **Reason for leaving:** |       |
| Continue on a separate sheet if necessary |

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| Section 8 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses. |

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| **Title of Training Programme or Course** | **Duration of Course** |
|       |       |
| Continue on a separate sheet if necessary |

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| Section 9 Your Experience |

What has attracted you to this role with Dementia Oxfordshire? (up to 500)

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What experience can you bring to the role? (up to 500)

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What are your thoughts on making the Dementia Oxfordshire site more engaging for users (up to 250 words)

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| **Section 10 Data Protection – Processing Notice** |

The collection, processing, maintenance and retention of any personal data which AUKO collects, is governed by legislation such as the General Data Protection Regulations (GDPR) 2018, and by the AUKO’s own policies and procedures.

AUKO will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for the AUKO vacancy.

The information given will be provided to AUKO employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law.

The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.

If you are successful in your application for employment with the AUKO, then the application form will be kept on your personnel file for the duration of your employment.

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| **Section 11 Declaration** |

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| Please complete the following declaration and sign it in the appropriate place below |

I hereby certify that:

* all the information given by me on this form is correct to the best of my knowledge;
* all questions relating to me have been accurately and fully answered;
* I possess all the qualifications which I claim to hold;

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I note that the information provided on this application form may be held, further processed or verified in accordance with the GDPR 2018 (please see Section 10).

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| Signed:  |       | **Date:** |       |

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| Print Name(s): |       |

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| **Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.** |

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| **R E T U R N I N G T H I S F O R M** |
|  **By Hand or Post:**Age UK OxfordshireHR Department 9 Napier Court Barton Lane Abingdon Oxfordshire OX14 3YT | **By E-Mail:**personnel@ageukoxfordshire.org.uk**Enquiries:**Head Office: 0345 450 1276Direct Line: 01235 849430 |