**** **Please complete and return to:**

 **Age UK Redbridge, Barking and Havering 4th Floor, 103 Cranbrook Road, Ilford, IG1 4PU**

**STRICTLY CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT WITH AGE UK REDBRIDGE, BARKING & HAVERING**

**Please complete in black ink or type. Do not send a C.V. as they are not accepted. Read the guidance notes in the pack before completing this form.**

**Personal Information**

**Title:……………… First Name:………………………………………………. Surname:…………………………………………………..**

Address…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………

……………………………………………………………………………………………Post Code. . . . . . . . . . . . . . . .

Telephone Number..…………………………….....Mobile………………………...….... Work…………………………...

Can we contact you at work? **YES / NO**

Do you require a work permit? **YES /** **NO** If yes, do you currently hold a work permit? Y**ES / NO**

Please state which post you are applying for……………………………………………………………………………...

Please tell us where you saw this post advertised or how you heard about it:………………………………………..

………………………………………………………………………………………………………………………………….

Do you hold a current full British/EC driving licence? **YES/ NO**

Do you have any special needs to be taken into account at the interview, i.e. communication etc. **YES/ NO**

If yes, please explain ………………………………………………………………………………………………………….

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**Present work experience**

Please state the Name and Address of your current / or most recent Employer

…………………………………………………………………………………………………………………………………..

. ......... .........………………………………………………………………………………………….

Post Code…………………………..

 Telephone number of current employer……………………………………………..

Date of employment **From**………../…………../…… **To:** ………/………./………….

Present Position (If applicable)……………………………………………………………………………………….

Present Salary £……………………….

Please state the number of days off for illness in the past 2 years………………..days.

Period of notice required to give (If applicable)…………….days

Reason for leaving: …………………………………………………………………………………………………..

Brief Description of Duties:..........................................................................................................................

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**Previous work Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job Title and brief description of duties.** |
|  |  |  |  |

Please complete in chronological order starting with your most recent job. Please include details of any voluntary work undertaken. Continue on a separate sheet in necessary.

**Education/Training.**

Please list education & training you have undertaken including part time and “in-service” training.

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | **To:** | **School/College/Training organisation** | **Name of course and qualification:** |
|  |  |  |  |

**Public Duties:**

Please give details of any public service duties that you are required to perform (e.g. JP, Councillor)

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**Other aspects/information:**

This is an opportunity to draw attention to your other work. Voluntary activities, interests, public duties etc which you feel are relevant to the post and have not already been covered elsewhere on the form.

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**About you:**

In this section we would like you to say why you are interested in this post. Please read the Job Description and Person Specification and describe the skills and experience from either your working or personal life which you would bring to the job (Please continue on a separate page if necessary).

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**References:**

Please give the names and addresses of two referees, including in what capacity you know them. One of these must be your present or most recent employer.

Do you object to referees being contacted prior to interview? **YES NO**

1. Name ……………………………………………………………………………………………………………………

 Address………………………………………………………………………………………Postcode………………

Tel. number Home………………………………………...Work…………………………………………………….

In what capacity is the referee known to you?.................................................................................................

……………………………………………………………………………………………………………………………..

2.. Name ……………………………………………………………………………………………………………………

 Address………………………………………………………………………………………Postcode………………

Tel. number Home………………………………………...Work…………………………………………………….

In what capacity is the referee known to you?.................................................................................................

……………………………………………………………………………………………………………………………..

Are you related to any Age UK Redbridge, Barking and Havering staff, volunteers or members of the Executive Committee? **YES / NO**

If yes please state the name of the person and the relationship (please include blood, lawful or close personal relationships) (e.g. Partner……………………………………………………………………………………………………

**DECLARATION:**

By signing & returning this application form, you consent to Age UK Redbridge, Barking and Havering using & keeping information about you or by third parties such as references, relating to your application or future employment, The information will be used solely in the recruitment process & will be retained for 6 months from the date on which you are informed whether you have been invited for an interview. Such information may include details relating to ethnic origin & disability. These will not be disclosed to any third party.

I declare that the information on this form is true and complete. I understand that any false information could lead to disciplinary action, which may result in instant dismissal. I also understand that the appointment will be subject to satisfactory references, confirmation of qualifications, a police check and checks in accordance with the Immigration and Asylum Act 1996.

**SIGNED**……………………………………………………………. **DATE**….………./……………./………………..



**Age UK Redbridge, Barking and Havering**

**4th Floor, 103 Cranbrook Road, Ilford, Essex IG1 4PU**

**020 8220 6000**

**IN STRICTEST CONFIDENCE**

**CRIMINAL RECORD DECLARATION**

As a member of staff working with Age UK Redbridge, Barking and Havering you will be working with older people who may be frail and vulnerable.

An organisation working with vulnerable people is expected under the Rehabilitation of Offenders Act 1974 to check for criminal convictions. Staff working with Age UK are required to declare **ANY** previous criminal convictions, even those which would normally be considered spend under the act.

**Having a criminal conviction does not mean necessarily exclude you from employment with us.**

**Please answer the following questions:**

**Do you have any previous convictions? YES / NO**

**Do you have any court appearance pending? YES / NO**

**If you answered “YES” to any of the above questions, please give details below**

 **…………………………...……………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….….**

**SIGNED………………………………………………………………**

 **DATED……………/……………./……………….**