**STRICTLY CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT WITH**

**AGE UK REDBRIDGE, BARKING and 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.**

**Please note, the personal information page will be removed prior to shortlisting to maintain fairness.**

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| **Return Address** –Please return this form by post or email to: | | Post applied for:  Click here to enter text. |
| **POST:**  FAO: Admin  Age UK Redbridge, Barking and Havering. 4th Floor, 103 Cranbrook Road, Ilford, IG1 4PU | **EMAIL:**  [**admin@ageukrbh.org.uk**](mailto:admin@ageukrbh.org.uk)  **Application enquiries call:**  020 8220 6000 |

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| **Personal Details** | | | | | |
| First Name: Click here to enter text. | | Last Name: Click here to enter text. | | | |
| Address including postcode: Click here to enter text. | | | | | |
| Mobile Telephone Number: [essential]  Click here to enter text. | E-mail Address: [essential]  Click here to enter text. | | | | Other Contact Number: |
| Work Telephone Number: Can we contact you at work?  Click here to enter text. Choose an item. | | | | | |
| 1. **Do you have a full valid UK driving licence?**   Choose an item. | | | | 1. **Do you have the use of a car?**   Choose an item. | |
| 1. **Do you have the right to work in the United Kingdom?**  Choose an item.   *(Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.)* | | | | | |
| 1. **Are you a friend of or related to an Age UK Redbridge, Barking or Havering volunteer, staff member or trustee?** Choose an item.   If yes, please let us know who and in what capacity you know them: Click here to enter text.   1. **How did you hear about this vacancy?** (Check all that apply) | | | | | |
| Online/Google Search - Age UK Website  Other website –  Email from Age UK  Social Media - Facebook, Twitter | | | Word of mouth – Age UK staff/volunteer  Word of mouth – other  Print advertising – newspaper, magazine  Poster/leaflet | | |
| Other – please specify: Click here to enter text.   1. **Do you have any special needs to be taken into account at the interview, i.e. communication etc.**?Choose an item.   If yes, please let us know: Click here to enter text. | | | | | |

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| **Present Work Experience**   1. **Please state the Name of your current/or most recent employer:**   Click here to enter text.   1. **Please state the full Address including postcode** **of your current/or most recent employer:**   Click here to enter text.   1. **Please state the telephone** **of your current/or most recent employer:**   Click here to enter text.   1. **Dates of employment: From\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_** 2. **Present salary**  Click here to enter text. 3. **Please state the number of days off for illness in the past 2 years:** Click here to enter text. 4. **Period of notice required:** Click here to enter text. 5. **Reasons for leaving:** Click here to enter text. 6. **Brief Description of duties:** Click here to enter text.   **Previous Work Experience**  **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.** | | | |
| **From** | **To** | **Name and address of employer** | **Job title and brief description of duties** |
|  |  |  |  |
| **From** | **To** | **Name and address of employer** | **Job title and brief description of duties** |
|  |  |  |  |
| **Education/Training**  Please list education and 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)**  Click here to enter text. | | | |
| **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.**  Click here to enter text.  **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).**  Click here to enter text. | | | |
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| **References**  **Age UK Redbridge, Barking and Havering’s normal policy is to take up references when we intend to make an offer of Employment. Please give details of two referees, one of whom should be your present or most recent employer and the other, if possible, another employer or someone who knows you in a professional capacity who can provide a character reference.** | | | |
| **1.** | **Name of referee: Click here to enter text.**  **Address: Click here to enter text.**  **Tel No: Click here to enter text.**  **E-mail [essential]: Click here to enter text.**  **In what capacity do you know this referee?**  ***E.g. former employer, colleague***  **Click here to enter text.**  **Do you object to referees being contacted prior to interview? Choose an item.** | **2.** | **Name of referee: Click here to enter text.**  **Address: Click here to enter text.**  **Tel No: Click here to enter text.**  **E-mail [essential]: Click here to enter text.**  **In what capacity do you know this referee?**  ***E.g. former employer, colleague***  **Click here to enter text.**  **Do you object to referees being contacted prior to interview? Choose an item.** |

**DECLARATION**

**By signing and returning this application form, you consent to Age UK Redbridge, Barking and Havering using and 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 and 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 and 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**

[**admin@ageukrbh.org.uk**](mailto:admin@ageukrbh.org.uk)

**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?** Choose an item.

**Do you have any court appearance pending?** Choose an item.

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

Click here to enter text.

**SIGNED……………………………………………………………… DATED……………/……………./……………….**

**Age UK Redbridge, Barking and Havering**

**EQUAL OPPORTUNITIES MONITORING FORM**

This form will be used to monitor how Age UK Redbridge, Barking and Havering compares nationally (and locally) with regard to equal opportunities.

It will not be held for any purpose other than monitoring.

**This form is optional and anonymous.** It does not constitute any part of the recruitment and selection process and is separated from application form on receipt by a member of staff who is not involved in the recruitment and selection of staff.

Please complete this form in **BLACK** ink

**Would you describe yourself as:**

Male Female Non-binary Prefer not to say

If you prefer to use your own term, please specify here ……………………………………...................

**Age:** 16 – 24 25 – 34 35-44 45 – 54 55 – 64

**Date of Birth: ……./…………./……………**

**Disability:** Do you suffer from a recognised disability as outlined in the Disability Discrimination Act or DDA (see end of form for definition)? **YES / NO**

**DISABILITY DEFINITION**

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12th January 1995 and 2nd December 1996 are treated as being disabled under the DDA.

The DDA states: ‘a person has a disability…if he has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day-to-day activities**’.

If so, please state what that disability is:

**………………………………………………………………………………………………………………………………………………………**

**Ethnicity:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **White UK** |  | **White/Black African** |  | **Indian** |  | **Black Caribbean** |  |
| **Irish** |  | **White Asian** |  | **Pakistani** |  | **Black African** |  |
| **White Other** |  | **Mixed other** |  | **Bangladeshi** |  | **Black other** |  |
| **White/Black/ Caribbean** |  | **Chinese** |  | **Asian other** |  | **Other** |  |

**Sexual identity:**

Heterosexual Gay Lesbian Transgender Prefer not to specify

**Religion:** ……………………………………………………………………………………