

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.

Return Address –Please return this form by post or email to:

Post applied for:

POST:

FAO: Sami Jo
Age UK Redbridge, Barking and
Havering. 4th Floor, 103 Cranbrook
Road, Ilford, IG1 4PU

EMAIL:

nailcutting@ageukrbh.org.uk

Application enquiries call:

020 8220 6000

Personal Details

First Name:

Last Name:

Address including postcode:

Mobile Telephone Number: [essential]

E-mail Address: [essential]

Other Contact Number:

Work Telephone Number:

Can we contact you at work? YES/NO

1. Do you have a full valid UK driving licence?
YES/NO

2. Do you have the use of a car?
YES/NO

3. Do you have the right to work in the United Kingdom? YES/NO
(Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.)

4. Are you a friend of or related to an Age UK Redbridge, Barking or Havering volunteer, staff member or trustee?
YES/NO

If yes, please let us know who and in what capacity you know them:

5. How did you hear about this vacancy? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Online/Google Search - Age UK Website | <input type="checkbox"/> Word of mouth – Age UK staff/volunteer |
| <input type="checkbox"/> Other website – | <input type="checkbox"/> Word of mouth – other |
| <input type="checkbox"/> Email from Age UK | <input type="checkbox"/> Print advertising – newspaper, magazine |
| <input type="checkbox"/> Social Media - Facebook, Twitter | <input type="checkbox"/> Poster/leaflet |
| <input type="checkbox"/> Other – please specify: | |

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

If yes, please let us know:

Present Work Experience

- 7. Please state the Name of your current/or most recent employer:

- 8. Please state the full Address including postcode of your current/or most recent employer:

- 9. Please state the telephone of your current/or most recent employer:

- 10. Dates of employment: From _____/_____/_____ To _____/_____/_____

- 11. Present salary

- 12. Please state the number of days off for illness in the past 2 years:

- 13. Period of notice required:

- 14. Reasons for leaving:

- 15. Brief Description of duties:

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)

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.

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).

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.

<p>1. Name of referee:</p> <p>Address:</p> <p>Tel No:</p> <p>E-mail [essential]:</p> <p>In what capacity do you know this referee? <i>E.g. former employer, colleague</i></p> <p>Do you object to referees being contacted prior to interview? YES/NO</p>	<p>2. Name of referee:</p> <p>Address:</p> <p>Tel No:</p> <p>E-mail [essential]:</p> <p>In what capacity do you know this referee? <i>E.g. former employer, colleague</i></p> <p>Do you object to referees being contacted prior to interview? YES/NO</p>
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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

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...../...../.....

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:

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: