**PLEASE INDICATE WHICH POST YOU ARE APPLYING FOR**

 **APPLICATION FOR EMPLOYMENT**

**Please refer to the Guidance notes before you fill in this form**

The information given on this form will only be used for the purpose of assessing your suitability for employment at Age UK Salford. It will **not** be used for any other purpose.

**CONFIDENTIAL**

Please either type your answers or write in your own handwriting in black ink. **Answer all questions.**

**Application for the post of** (please indicate)

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| PERSONAL DETAILS |
| Surname: Forename(s) Mr/Miss/Mrs/Ms  Address: Tel No:  Home:  Work:  (May we contact you there YES/NO)  Post Code: Mobile:  Email: |

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| CURRENT EMPLOYMENT | | | |
| Name and address of current/last employer (please delete as appropriate)  Tel No: Date Appointed:  Position and brief description of main responsibilities and duties:  If you are not currently in paid employment, please use this space to tell us what you are doing at the moment. | | | |
| EDUCATION/QUALIFICATIONS | | | |
| **Name of School/College** | **Date**  **From**  **To** | **Subject/Qualification Gained** | **Grade Attained** |
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| Please give details of any other training completed relevant to this post with the date: | | | |

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| **EMPLOYMENT HISTORY**  Please give details of your previous employment, **starting with the most recent.** You can list voluntary and/or paid work. Please continue on separate sheet if necessary. | | | |
| **Dates**  **From**  **To** | **Name and Address of Employer** | **Position and Main Duties** | **Reason for Leaving** |
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| **CORE INFORMATION**  In this section, please show to what extent you meet each of the criteria in the person specification (see guidance notes). Please continue on a separate sheet if necessary. | | | |
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| **ADDITIONAL INFORMANTION** |
| a) Please explain why you want this job?  b) Please state any public service duties (see guidance notes) |
| c) Do you hold a current driving license? (please circle) YES/NO  Do you have use of a car for work? (please circle) YES/NO |
| d) Are you eligible to work legally in the UK (please circle) YES/NO |
| e) Are you, to your knowledge, related to any Trustee or employee of Age UK Salford? If so, please give details.  **HEALTH**  Please refer to guidance notes. **Failure to disclose information regarding health may result in the termination of your employment.** |
| Is there anything in your medical history (mental or physical) such as a serious or chronic illness or condition, surgery or disability which may affect your ability to do this job? If so, is there anything we could provide to assist you? Please give details. |

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| **REFERENCES**  Please give names and addresses of two referees, one of whom should be your current or most recent employer. References will only be sought **after** interview. |
| Name: Name:  Address: Address:  Tel No: Tel No:  Mobile: Mobile:  Capacity in which known to you: Capacity in which known to you: |
| What period of notice (if any) are you required to give? |

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| **CRIMINAL CONVICTIONS** |
| Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. If yes, please enclose details in a **separate** envelope marked ‘**For The Attention Of The Selection Panel’** This information will only be considered if you have been shortlisted for interview. Any failure to disclose convictions may lead to disciplinary procedures and subsequent dismissal. |

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| **CRIMINAL RECORD DISCLOSURES** |
| Applicants may be required to undergo a Disbarring and Disclosure check in order to work with vulnerable adults. Please tick the box to indicate your consent |

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| **DECLARATION** |
| The information given in this application is, to the best of my knowledge, true and accurate. The failure to disclose information or any false declaration may result in re-assessment of your position and could result in the termination of your employment with the organisation.  Signature of Applicant: Date:  Canvassing will disqualify your application.  Age UK Salford, 108 Church Street, Eccles Salford M30 0LH |