



## Application for Employment

Age UK Shropshire Telford & Wrekin is committed to treating job applicants and employees fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process, both for reasons of natural justice and fair treatment and to ensure that the most suitable employees are appointed in order to maximise the Charity's efficiency. We aim to embrace diversity in all that we do and we recognise the worth of each individual's experience, expertise and opinion, and we hold respect for one another at the heart of our organisation.

Which post are you applying for?

How did you learn of this vacancy?

### Personal Details:

Surname:	Initials:
Address:	Contact telephone number:
Email Address:	
N. I./Work Permit Number:	

### Current Employment Details:

Name of current/most recent Employer:	Address:
Date started:	Telephone no:
Current post:	Brief Description of Duties:
Current Pay: £	Period of Notice required by current employer:

**Education:**

[illegible]

## Employment History

Name and address of employer (Most recent first)	Position	Key Achievements	Dates of employment and Reason for leaving

## **Disability**

We are using the word “disability” to include people with obvious disabilities and those with invisible disabilities or persistent health problems. The Disability Discrimination Act 1995 defines a disability as *“a physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living”*.

Have you a disability which requires the provision of specific facilities at interview or for work?

If so, is there anything we could do to assist you? Please give details:

## **Personal Development**

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable

## **Experience & Skills**

Please state how your experience and skills gained both inside and outside paid work, or through study and training, meet the requirements for the post. Please make sure that your information relates directly to the points on the Person Specification. You will not be shortlisted if you do not do this. Use additional sheets if necessary.

## **Experience & Skills continued**

## References

Please give names and address of two referees, one of whom should be your current or most recent employer.

<i>Reference 1</i>	<i>Reference 2</i>
Employer:	Employer/Personal
Name:	Name:
Job Title:	Relationship:
Company:	Company:
Address:	Address:
Telephone No:	Telephone No:
E-mail:	E-Mail:

Should referees be approached prior to interview? ☐ Yes ☐ No

**PLEASE NOTE:** The successful applicant will be subject to a Right to Work check and disclosure of any criminal convictions and/or cautions (as appropriate to the post) in accordance with the Rehabilitation of Offenders Act 1974 and subsequent legislation.

### Your signature

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment. I give my explicit consent to the processing of the data contained or referred to on this form in accordance with the Data Protection Act 2018 and any subsequent legislation. \*

I consent to the processing of my personal data (including employment checks with third parties) by Age UK STW. I understand that my data may be securely shared with other organisations in order to carry out necessary employment checks. I understand I can withdraw consent at any time.

Signature of applicant:

Date:

Please return to: Age UK Shropshire Telford & Wrekin, Bellstone, Shrewsbury, Shropshire SY1 1HX

\* Please refer to the Privacy Information below.

## Employment Applicant Privacy Policy

This Privacy Policy is provided to inform those members of the public who are using this form to apply for employment with AGE UK -STW.

### About us

Age UK Shropshire Telford & Wrekin is an independent charity. Charity Registration No.1090445 and registered company number 4292896.

We've been working in the local community to help older people since 1950. We have over 100 dedicated staff and over 500 volunteers helping us to deliver services and activities for older people in Shropshire and Telford & Wrekin.

Age UK Shropshire Telford & Wrekin is registered with the Information Commissioners Office as A Data Controller – Registration No. Z7508286

The charity has a legal obligation to comply with the requirements of the Data Protection Act 2018 and is committed to meeting those obligations through its implementation of Technical and Organisational measures which maintains the integrity and confidentiality of personal data it processes.

### How the data you have provided will be used

The personal data which you have provided will be utilised by members of our management team to establish your suitability for the role for which you have applied. This process will also include contacting the references you have given either prior to any proposed interview with you or following it.

If you are invited for an interview, further personal information may be gained and recorded with your consent. Interview notes will be held with the Employment Application form, as will any references we receive for you.

This form, any relevant interview notes, CVs and references will only be accessed or shared by those management staff who are required to take part in the recruitment process; which will be a limited number. They will be held securely when not in use and not be accessible to those not authorised to use them.

If you are unsuccessful in your application, this form, interview notes, CVs and references will be held securely on file for six months and then destroyed (shredded securely onsite). Any correspondence relating to your application in electronic form will be deleted from our systems.

If you are successful in your application, all information gained during the recruitment process will be held securely in personnel files which will be a combination of paper records and electronic files. New employees joining the charity will be given further Privacy policy information during their induction training.

### Lawful basis for processing your data & your rights

We will process the data you provide us, which includes that which under data protection legislation is deemed as 'Special Category' on the basis that you have given your 'Explicit Consent' and as confirmed on this form.

Under current Data Protection Law, you have rights which you can exercise anytime during or after the recruitment process.

These rights include:

- access to personal information
- correction and deletion
- withdrawal of consent (if processing data on condition of consent)
- data portability
- restriction of processing and objection
- lodging a complaint with the Information Commissioner's Office

You can exercise your rights by emailing our Data Protection Officer on [enquiries@ageukstw.org.uk](mailto:enquiries@ageukstw.org.uk)

If you require any general information related to this application or data protection

Please contact: Amicis Data on 0203 411 2848