



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:	Home Number:
Email Address:	Mobile Number:
	Work Number:
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:

General Education	Level	Grade

Further Education/Professional Qualifications	Qualification	Grade/Class

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.

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