

Age UK Solihull

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**JOB APPLICATION FORM - IN CONFIDENCE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Applied For:** | | |  | | | | | | | |
| **Personal Details** | | | | | | | | | | |
| **Surname** | |  | | | **First Names (s)** | | |  | | |
| **Former Name(s)** | |  | | | | | | | | |
| **Address:** |  | | | | | | | | | |
|  | | | | | | | **Postcode:** | | |  |
| **Telephone Numbers:** | | **Daytime:** | | **Evening:** | | | | | **Mobile Number:** | |
|  | |  | | | | |  | |
| **Email address:** | |  | | | | | | | | |
| **National Ins No.** | |  | | | | **Date of Birth** | | |  | |

**REFERENCES**

Please give the names of two referees, neither of whom should be family members.

One reference **must** be your current or most recent employer. **They will not be contacted prior to any interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Reference** | | | |
| **Referee name:** |  | | |
| **Organisation:** |  | | |
| **Full Postal Address:** |  | | |
| **Telephone No:** |  | **Email address:** |  |
| **In what capacity do you know them?** | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Second Reference** | | | | |
| **Referee name:** |  | | | |
| **Organisation:** |  | | | |
| **Full Postal Address:** |  | | | |
| **Telephone No:** |  | **Email address:** | |  |
| **In what capacity do you know them?** | | |  | |

**1. Education**

Please give details of all education including secondary, further and higher education in chronological order, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Place of Education** | **Grades Obtained** |
|  |  |  |  |
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**2. Employment**

Please give details, in chronological order, of any employment held since secondary school, starting with your most recent post. Please explain any gaps in your employment. You must include the reason for leaving each post held. Please attach further sheets, if required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |
| **State the position held and the main duties of the role:** | | | | |
| **From** | **To** | **Employer** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |
| **State the position held and the main duties of the role:** | | | | |
| **From** | **To** | **Employer** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |
| **State the position held and the main duties of the role:** | | | | |
| **From** | **To** | **Employer** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |
| **State the position held and the main duties of the role:** | | | | |

1. **Training**

Please provide details of any training you feel may be relevant to the role.

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1. **Information in support of your application**

Please explain how your skills and experience meet the requirements detailed in the person specification. This must be linked, point for point, to the person specification, please evidence both the essential and desirable criteria where possible. Continue on to a separate sheet if necessary.

1. **Additional Information**

If you wish to make a statement in support of your application, please do so in the space provided.

**5a. Are you a car owner? Yes/No** (delete as appropriate)

**5b. Are you a car driver? Yes/No** (delete as appropriate)

**5c. Do you hold a full valid UK licence? Yes/No** (delete as appropriate)

**6. Statement re the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended in 2013)** :

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 (as amended in 2013)? **Yes/No**(delete as appropriate)

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.

All guidance and criteria on the filtering of these cautions and convictions can be found at [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance)

**6a. Do you wish to be considered for a job interview under the job interview guarantee scheme (due to a disability)? Yes/No** (delete as appropriate**)**

**6b. If selected for interview/called for interview under the job interview guarantee scheme do you require any reasonable adjustments to the interview process? Yes/No** (delete as appropriate)

**If yes, we will contact you for further information.**

**6c. Please declare any previous incidents or investigations including malpractice or misconduct relating to an adult or child that may have been reported to a regulatory body.**

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**Please note: The DBS requirement of this post is detailed on the advert and Person Specification**

I confirm that the information given in this form is correct.

Date:       Signature:

**Equality and Diversity Monitoring Form**

Application Number: …………….

Age UK Solihull is an equal opportunities employer.

In order that we can monitor the effectiveness of our recruitment processes to ensure they are open to all sections of the community, it would be helpful if you could complete this questionnaire in full.

The information will not be used as part of the selection process itself and is held, confidential and anonymous, separately from the application forms until after the appointment has been made.

**1**. Are you Male/Female?

**2**. Do you have a disability? YES / NO

A disabled person is defined under the Equality Act 2010 as someone with **a ‘physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities.’**

The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees. Age UK Solihull uses the social model to inform disability planning. This means concentrating on the environment, removing barriers wherever possible that get in the way of a disabled person from doing their job. Should you be successful in your appointment to the post, do you require any reasonable adjustments to be put in place? YES/NO

|  |
| --- |
| Please specify: |

**3**. How old are you?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Under 25 |  | 25-39 |  | 40-54 |  | 55-65 |  | 65+ |  |

1. Ethnicity Categories

The following are the options the ONS currently recommends for ethnicity surveys

|  |  |
| --- | --- |
| White  □ English  □ Scottish  □ Welsh  □ Northern Irish  □ Irish  □ Gypsy or Irish Traveller  □ Polish  □ Any other White background, please describe  □ Any other white ethnic group, please describe |  |
| Mixed/multiple ethnic groups  □ White and Black Caribbean  □ White and Black African  □ Any other Mixed/Multiple ethnic background,  please describe  □ Any Mixed or Multiple ethnic groups, please  describe |  |
| Asian/ Asian British  □ Indian  □ Pakistani  □ Bangladeshi  □ Chinese  □ Any other Asian, please describe |  |
| Black/African/Caribbean/Black British  □ Caribbean  □ African  □ Any other Black background, please describe |  |
| □ Arab/Arab British |  |
| Any other ethnic group, please describe |  |

1. Post applied for?

…………………………………………………………………

1. Where did you see this job advertised?

…………………………………………