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| **JOB APPLICATION FORM**  Before submitting this form, you may wish to refer to the Age UK Somerset website for our Privacy Notice for Job Applicants.  Please write or type your answers clearly. |

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| **Post Applied For:** |
| **How you heard about the vacancy:** |

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| **Personal Details:** | | |
| Title: | First name: | Family name/Surname |
| Address: | | |
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|  | | Postcode |
| Preferred telephone Number: | | Additional telephone number: |
| Email address: | | |

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| **EMPLOYMENT HISTORY**  Please cover at least 10 years, or more if you wish to share further relevant experience  Please start with the most recent. You can include work and volunteering. If you have a gap in your work history, you should give brief details about this under *Additional Information* below. |

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| Name and address of current / most recent employer: | |
| Job title and brief description of duties: | |
| Dates from – to:  (DD/MM/YYYY) | Salary/Rate of Pay: |
| Reason for leaving: | |

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| Name and address of employer: | |
| Job title and brief description of duties: | |
| Dates from – to:  (DD/MM/YYYY) | Salary/Rate of Pay: |
| Reason for leaving: | |

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| Name and address of employer: | |
| Job title and brief description of duties: | |
| Dates from – to:  (DD/MM/YYYY) | Salary/Rate of Pay: |
| Reason for leaving: | |

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| Name and address of employer: | |
| Job title and brief description of duties: | |
| Dates from – to:  (DD/MM/YYYY) | Salary/Rate of Pay: |
| Reason for leaving: | |

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| Name and address of employer: | |
| Job title and brief description of duties: | |
| Dates from – to:  (DD/MM/YYYY) | Salary/Rate of Pay: |
| Reason for leaving: | |

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| **ADDITIONAL INFORMATION**  If you have any gaps in your work history, please use this section to provide a brief explanation and say what you did during that time.  You may also list any relevant interests, public duties or community/voluntary activities. |
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| **EDUCATION**  Please list your education history here, starting with the most recent.  You should include what, when and where you studied, with the qualifications achieved. |

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| General Education: Level: Grade: |
| Further Education/Professional Qualifications: Qualifications: Grade/Class: |
| Other Relevant Training Courses: |

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| **PERSONAL STATEMENT – Reasons for your application**  Referring to the Person Specification (and Job Description), please explain below how your skills, qualifications and/or experience make you suitable for the post  [Restricted to 4000 characters – approx. 1 to 1.5 sides of typed A4] |
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| **DISCLOSURE OF CRIMINAL OFFENCES**  The job you are applying for is covered by the Rehabilitation of Offenders Act 1974. |
| If you have had a criminal conviction, this would not automatically disqualify you from working with us but it will depend on the nature of the position and the circumstances and background of the offence(s). All cases will be examined on an individual basis and consider the nature of the offence, how long ago, your age when it was committed and any other factors that may be relevant. It is important that applicants understand that deliberate attempts to conceal the information requested could result in disciplinary proceedings or dismissal.  **Any applicant who has a conviction relating to vulnerable adults will not be accepted.**  For more details, refer to our policy on the Recruitment of Ex-offenders. |

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| **Do you have any convictions to declare?  Yes  No**  If **yes**, you should disclose:   * Any unspent convictions and/or unspent conditional cautions only |
| You may show these here or provide details on a separate sheet: |

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| **OTHER KEY INFORMATION** |

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| **Right to work in the UK:** |
| Do you need a work permit to work in the UK?  Yes  No |

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| **Available start date:** |
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| **Travel:** |
| Are you willing and able to travel to meet the requirements of the post?  Yes  No |
| Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel: |

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| **Our Values:**  We aim to ensure that everything we do will focus on achieving the best for older people by exhibiting the following values:   * We will argue for everything that sustains and maximises the **independence** of the individual * We strive to earn the **respect** of our partners and users and will respect the wishes and aspirations of others * We endeavour to ensure that the lifestyle and circumstances of older people guarantees their **dignity** at all times * In working with older people, we will seek to **empower** them * We will celebrate **diversity** and offer **equal opportunities**.   In dealing with each other and with all older people, all staff, trustees and volunteers will demonstrate kindness, empathy, compassion, patience and care. |

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| **REFERENCES**  Please give the names and contact details of 2 referees, one of whom should be your current or most recent employer but neither should be a member of your family. You should check with them first that they are happy to provide a reference.  Referees will only be contacted if you are offered this position. |

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| **Employment Reference** | ** Employment OR  Personal** |
| Title and Full Name | Title and Full Name |
| Email address | Email address |
| Organisation | Organisation |
| Address | Address |
| Postcode | Postcode |
| Telephone no | Telephone no |
| Relationship to you (e.g. Line Manager) | Relationship to you |

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| **DECLARATION OF APPLICANT**  I confirm that the above information is correct.  I understand Age UK Somerset will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation’s ***‘Privacy Notice for Staff’***.  I agree to support the values of Age UK Somerset. | |
| Signed\* | Date |

\* You may type in your name or insert a signature and date but, if shortlisted, you will be asked for your signature at interview