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| **Application for Employment** | | | | | | | | | | | | | | | | |
| **Post Title:** | | | | | | **Volunteering Administrator** | | | | | | | | | | |
| Job Ref: | | | | | | 20250826 | | | | | | | | | | |
| Closing date for applications: | | | | | | **8 am, Monday 21st September 2025**  No applications submitted after this time will be considered | | | | | | | | | | |
| Please email your completed application and personal details/equal opportunities forms to: | | | | | | [hr@ageuksouthglos.org.uk](mailto:hr@ageuksouthglos.org.uk) | | | | | | *Or Post to:*  Mrs Tracy Marshall  Age UK South Gloucestershire  67 High Street  Thornbury  Bristol  BS35 2AW | | | | |
| Should you require any additional information in order for you to complete your application, please contact: | | | | | | **Tracy Marshall, Office Supervisor - 01454 411707** | | | | | | | | | | |
| Guidance Notes:   * Please complete ALL sections of the application form. * You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and indicate which section they relate to.   N.B: All information provided on this form will be stored, processed and shared in accordance with our Data Protection & Confidentiality Policy.  Age UK South Gloucestershire is committed to the right of all adults and children to live in safety without fear of abuse, neglect or exploitation, and to have their dignity and preferences respected.  We work to promote the health, safety and wellbeing of all adults with whom we work and that of any children we may come in contact with. As part of their role, successful applicants will be required to attend regular safeguarding training relevant to the role and report any concerns about safeguarding in accordance with the procedures. | | | | | | | | | | | | | | | | |
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| **Please indicate, by placing an X in the box, how you heard about this vacancy.** | | | | | | | | | | | | | | | | |
| Indeed | |  | Find a job (gov.uk) | | | |  | Age UK South Glos Website | | | | | | |  | |
| VOSCUR | |  | South Glos CVS | | | |  | Internal staff application | | | | | | |  | |
| Charity Jobs | |  | Word of mouth | | | |  | Other (please specify) | | | | |  | | | |
| **1. Personal Details** | | | | | | | | | | Application Ref:  ***(For Office use)*** | | | | | |  |
| The personal details page will not be provided to the panel for shortlisting applications. Decisions on those invited to interview are based purely on the information you provide from section 3 onwards. | | | | | | | | | | | | | | | | |
| Title: |  | | | Forename: |  | | | | | Surname: | | | |  | | |
| Home telephone no: | | | |  | | | | | Mobile telephone no: | | | | |  | | |
| Address: | | | |  | | | | | | | | | | | | |
| Email Address: | | | |  | | | | | | | | | | | | |
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| **2. References**  References will be sought from your current and previous employer(s) when available. However, when these are not available, or when you have a limited employment history, we may seek a reference from a personal referee. For this purpose, please state the name and address of 2 people whom you have known for at least three years, who are not related to you and who may be approached for a reference. *(These will only be taken up if you are the successful candidate)* | | | | | | | | | | | | | | | | |
| **Referee 1:** (Usually current employer) | | | | | | | | | | | | | | | | |
| Full name and address including post code: | | | | | | | | | Contact telephone number: | | | | | | | |
|  | | | | | | | | |  | | | | | | | |
| Email address: | | | | | | | |
|  | | | | | | | |
| Organisation & Referee Job Title: | | | | | | | | | What is the capacity in which you are known to this person: | | | | | | | |
|  | | | | | | | | |  | | | | | | | |
| **Referee 2:** | | | | | | | | | | | | | | | | |
| Full name and address including post code: | | | | | | | | | Contact telephone number: | | | | | | | |
|  | | | | | | | | |  | | | | | | | |
| Email address: | | | | | | | |
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| Organisation & Referee Job Title: | | | | | | | | | What is the capacity in which you are known to this person: | | | | | | | |
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| **Any offer of employment will be subject to satisfactory reference, a satisfactory DBS check being received and confirmation of your right to work in the UK.** | | | | | | | | | | | | | | | | |
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| **Declaration**  I confirm that all information included in this application is, to the best of my knowledge, correct: | | | | | | | | | | | | | | | | |
| Signed: | |  | | | | | | | Date: | |  | | | | | |

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| **Application for Employment** | | | | | | | | | | |
| **Volunteering Administrator** | | | | | | | | | **September 2025** | |
| Application Ref:  ***(For Office use)*** | | | | | | | | |  | |
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| **3. Present employment (Paid or voluntary)** | | | | | | | | | | |
| **Name of Employer**  (please include the name of employer/line manager and full address, including postcode) | | | | | | **Dates of employment** | | | **Reason for leaving** | |
|  | | | | | | From: | | |  | |
| To: | | |
| **Tel no:** | | |  | | | **Salary** | | | **Notice Period** | |
| **Email:** | | |  | | |  | | |  | |
| **Position(s) held** | | |  | | | | | | | |
| **Brief description of responsibilities** | | |  | | | | | | | |
|  | | | | | | | | | | |
| **4. Previous employment**  Please detail your employment history with the most recent first and explain any significant gaps between roles. | | | | | | | | | | |
| **Name of Employer**  (please include the name of employer/line manager and full address, including postcode) | | | | | | **Dates of employment** | | | **Reason for leaving** | |
|  | | | | | | From: | | |  | |
| **Email:** | | | | | | To: | | |
| **Tel no:** | |  | | | | **Salary** | | |  | |
| **Position(s) held:**  **Main responsibilities:** | | | | | | | | | | |
| **4. Previous employment (Paid or voluntary) cont.** | | | | | | | | | | |
| **Name of Employer**  (please include the name of employer/line manager and full address, including postcode) | | | | | | **Dates of employment** | | | | **Reason for leaving** |
|  | | | | | | From: | | | |  |
| **Email:** | | | | | | To: | | | |
| **Tel no:** |  | | | | | **Salary** | | | |  |
| **Position(s) held:**  **Main responsibilities:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Name of Employer**  (please include the name of employer/line manager and full address, including postcode) | | | | | | **Dates of employment** | | | | **Reason for leaving** |
|  | | | | | | From: | | | |  |
| **Email:** | | | | | | To: | | | |
| **Tel no:** |  | | | | | **Salary** | | | |  |
| **Position(s) held:**  **Main responsibilities:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Name of Employer**  (please include the name of employer/line manager and full address, including postcode) | | | | | | **Dates of employment** | | | | **Reason for leaving** |
|  | | | | | | From: | | | |  |
| **Email:** | | | | | | To: | | | |  |
| **Tel no:** |  | | | | | **Salary** | | | |  |
| **Position(s) held:**  **Main responsibilities:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Please continue on an additional sheet as needed.** | | | | | | | | | | |
| **5. Additional Experience, e.g. Voluntary work, travelling, career gap** | | | | | | | | | | |
| **Contact details of organisation** | | | | **Dates** | **Details of role/experience** | | | **Reason for leaving/ending experience** | | |
| **From/To** |
|  | | | | From: |  | | |  | | |
| To: |
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| To: |
|  | | | | From: |  | | |  | | |
| To: |
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| **6. Education & Training**  Please summarise your formal qualifications and any training undertaken which is relevant to this role. | | | | | | | | | | |
| **School/College/Training Provider** | | | | | | | **Qualifications obtained/training undertaken & Grade achieved** | | | |
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| **7. Having read the Job Description and Person Specification, please tell us why you are suited to the position and what strengths you can bring to the post.** | | | | | | | | | | |
| Please refer to the person specification headings (in order) when completing this section and keep to a maximum of two A4 pages using font size 12.    Please do not submit a CV or any additional enclosures as the shortlisting decisions will be based on the information contained within this form only. All applications will be scored using the person specification, and therefore applicants who submit a relevant answer are more likely to be offered an interview. | | | | | | | | | | |
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**Equality and Diversity Monitoring**

Age UK South Gloucestershire aims to provide equal opportunities and fair treatment for all staff, volunteers and service users. We would like you to complete this form in order to help us understand who we are reaching and to better serve everyone in our community. **The information will be kept separate from your application during the recruitment process and will not affect selection.**

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| --- | --- | --- |
| **Age** | | |
| Date of Birth  OR Age | Click here to enter a date. | Prefer not to say |
| Click here to enter text. |

|  |  |
| --- | --- |
| **Do you consider yourself to be a carer?** | |
| Yes  On average how many hours are spent caring?  under 50  over 50 | No  Prefer not to say |

|  |
| --- |
| **Do you describe yourself as Disabled?** |
| Yes |
| No |
| Prefer not to say |

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| --- | --- | --- |
| **Ethnicity**  Please state what you consider your ethnic origin to be. (Ethnicity is distinct from nationality and the categories below are based on the 2011 Census in alphabetical order.) | | |
| **Asian** | **Black** | **Chinese or other ethnic group** |
| Indian | Caribbean | Chinese |
| Pakistani | African | Any other ethnic group (please detail)  Click here to enter text. |
| Bangladeshi | Any other Black background (please detail) Click here to enter text. |
| Any other Asian background (please detail)  Click here to enter text. |
| **Mixed** | **White** | |
| White and Black Caribbean | English | Any other White background (please detail)  Click here to enter text. |
| White and Black African | Irish |
| White and Asian | Scottish | Prefer not to say |
| Any other mixed background (please detail) Click here to enter text. | Welsh |

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| **Gender** | | |
| Female | Does your gender identity match your sex as registered at birth? | |
| Male |
| Prefer not to say | Yes | No |

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| **Religion/ belief** | |
| Buddhist | Sikh |
| Christian | Other (please state)  Click here to enter text. |
| Hindu |
| Jewish | No religion |
| Muslim | Prefer not to say |

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| --- | --- |
| **Sexual Orientation** | |
| Bisexual | Heterosexual |
| Lesbian/Gay woman | Prefer not to say |
| Gay man | |
| Other (please state) Click here to enter text. | |