Bradbury Centre, Stockton Road, Sunderland. SR2 7AQ

Tel: 0191 5141131 Fax: 0191 5640378 Email: enquiries@ageuksunderland.org.uk Website: www.ageuksunderland.org.uk

APPLICATION FOR EMPLOYMENT

Please complete in block letters, using black ink, or type. Where necessary continue answers on a separate sheet of paper.

1. Details of Post					
For which post are you applying? Information and Advice Officer					
How did you learn about this vacancy?	How did you learn about this vacancy?				
2. Personal Details					
First Names	Address				
Last Name					
	Post Code				
National Insurance No.	Tel. No. (Home) includin	g area code			
Mobile No.	Email				
Tel No. (Work) including area code	May we telephone you a Yes □ No	it work?			
In order to comply with the Asylum & Im documentary evidence of authorisation to work	-				
You will also be required to produce a British/E	EU passport.				
Do you require a work permit to work in the Uk	Yes □	No 🗆			
If YES, please give details					
3. Declaration I understand that the information given	on this form is true	and correct and			
understand that any deception could result		and correct, and			
Signed	Date				
Drivato & Confidential for official use only	Ref No: I & A Officer	Ann No:			
Private & Confidential for official use only	MOD Jul 17	App No:			

4. Disability				
What do we mean by disability? The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.				
If you consider yourself to have a disability as defined by the Equality Act 2010 and you require any adjustments to or assistance with the interview process, please detail your requirements below and we will try to make the necessary arrangements				
5. Car Owner				
Do you have a current full, clean driving licence? Yes No				
Do you own/have access to a car for work? Yes No				
Do you have D1 category on your driving licence? Yes □ No □				
Number of years licence held				
Due to working with vulnerable adults all posts are subject to Disclosure and Barring Service checks. A caution or conviction does not necessarily mean you will not be considered for employment. Each case is considered on its merits. This post is exempt from the Rehabilitation of Offenders Act of 1974. This means that applicants are not entitled to withhold details of cautions or convictions (including those considered spent) unless the caution or conviction is "protected". "protected cautions" and "protected convictions" are defined in the The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 and are not subject to disclosure to employers, and cannot be taken into account. Guidance on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.				
Other than a "protected caution" or "protected conviction", have you ever been convicted of a criminal offence, received a caution, or awaiting prosecution? Yes \Box No \Box				
If YES, details will be required from you in strict confidence on a separate sheet and they will not necessarily debar you from employment within Age UK Sunderland.				

7. Employment History	
Please give details of your present/most recen	
Job Title	Employment Status
Salary	Full time □ Part time □
Employer's Name	If part time, state number of hours worked.
Date appointed	Employers Address
Date of leaving	
Reason for leaving	
Period of notice required by current employer	Post Code
Brief description of main duties and responsibil	lities

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8. Employment Hi	istory cont.				
Name and	Dates from	Position held and	Reason for	Full/	Pay/
address of	and to	outline of	leaving	Part-time	benefits
employer		responsibility			

Please give names and addresses of two referees. One should be your present or most				
Reference 2				
Name				
Position Held				
Organisation				
Address				
Postcode				
FUSICOUE				
Tel. No				
101.110.				
Capacity in which you know referee				
Capacity in minor you mile it is con-				
Please tick the box if you do not wish				
referees to be contacted unless you are				
offered the post. □				

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9. Secondary & Further Education					
Name and address of	Dates from	Subjects taken	Grade (GCSE,	Level	
schools/colleges	and to		A-Level or	Attained	
_			equivalent		

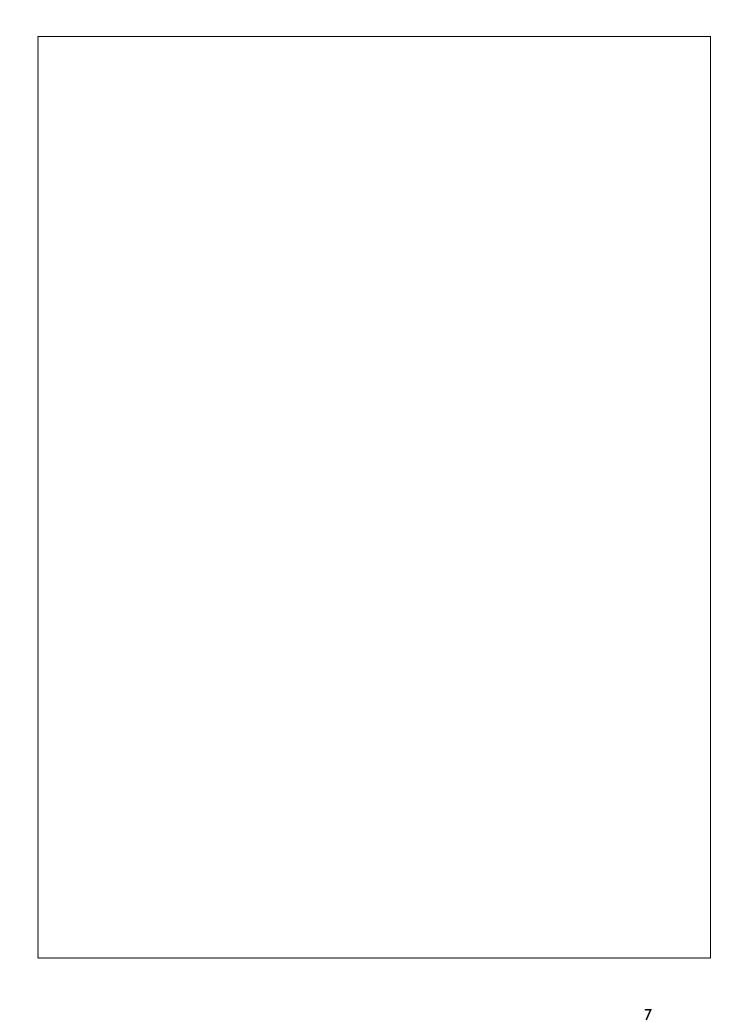
10. Higher Education & Professional Qualifications *Please state whether attained/expected					
Name & address of University/college	Dates from and to	Qualifications	Class attained/ expected*		

11. Training & Experience					
Please include any trai	Please include any training courses/voluntary work and non-paid work.				
*Please state whether	attained/expected.				
Dates from and to	Description of course/work	Qualification*			
		(if applicable)			

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12. Experience & Skills

This is an opportunity to draw attention to your experience, skills and aspects or your career, study, training, interests and ambitions which meet the requirements of the post as described in the Person Specification. Please continue on separate sheet if necessary.



13. Reason for Applying
Please state briefly why you are interested in applying for the post.
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AA Additional Information
14. Additional Information
Please list any other information relevant to your application not covered elsewhere on the
form, e.g. public service/duties.



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EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

POST APPLIED FOR:	Information and Advice Officer					
GENDER						
Male GENDER IDENTITY	Female	Prefer not to	say			
Do you identify yourself as transgender/transsexual? Yes \(\sumsymbol{\text{No}} \sumsymbol{\text{No}} \sumsymbol{\text{No}} \sumsymbol{\text{No}}						
ETHNIC GROUP						
British/	Irish	Other White background				
White and Black Caribbean	White and Black African	White and Asian	Other Mixed Dackground			
Indian	Pakistani	Bangladeshi	Other Asian Dackground			
Caribbean	African	Other Black background				
Chinese	Other ethnic group					

AGE										
16-19	20-24	25-29	30-34		35-39	9 🗆	40-44		45-49	
50-54	55-59	60-64	65 & o	/er □	Othe pleas	r \square se specify				
SEXUAL ORIE	NTATION									
Bisexual Man	В	sexual Woman [Gay	Man		Gay Wor Lesbian	man/		erosexual/ ight Man	
Heterosexual/ Straight Woma		ther lease specify								
			I							
RELIGION OR	BELIEF									
Agnostic	Atheist	Bahai 🗌	Buddhi	st 🗌	Chris	tian 🗌	Hindu		Jewish	
NA -P	NI. (011	D		0:11					
Muslim	Not Religious	Other Please specify	Pagan		Sikh					
		, ,					•	·		
DISABILITY										
The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.										
Do you consider that you have a disability under the Equality Act (please tick)?										
Yes				No						
	Used to have a disability Don't know									
How did you find out about this post? Please state the source of any advertisement.										