

Application for Employment

Thank you for your interest in joining Age UK Surrey.

Our employees and volunteers make a real difference to the lives of older people across Surrey every day. Please complete this application form, providing as much relevant information as possible about your skills, experience, and qualifications. All applications will be considered fairly and on merit. We look forward to hearing from you.

Return this form to:	HR@ageuksurrey.org.uk
Position Applied for:	

Personal Details	
Name	Title:
	Name Forename(s):
	Surname:
Contact Information	Address:
	Post Code:
	Email:
	Tel No. (Home):
	Tel No. (Mobile)

Right to Work in the UK

Age UK Surrey is required by law to ensure that all employees have the legal right to work in the United Kingdom.

Do you have the legal right to work in the UK?

☐ Yes

☐ No

If appointed, you will be required to provide original documentation to verify your right to work in the UK before employment can commence.

Please note that any offer of employment will be conditional upon satisfactory verification of your right to work in the UK in accordance with current immigration legislation.

Driving Licence

Please complete this section if the role for which you are applying requires travel.

Do you hold a full, current UK driving licence?

☐ Yes

☐ No

Do you have access to a vehicle for work purposes?

☐ Yes

☐ No

Do you have any current driving endorsements, disqualifications, or restrictions that may affect your ability to carry out the duties of the role?

☐ Yes

☐ No

If yes, please provide details:

Education	
Schools/College/University Name	Qualification Gained

Employment History (please complete in full and use a separate sheet if necessary)	
Last or Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Notice Period:

Previous Employment #2	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
Previous Employment #3	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:

References

Please provide details of two referees who can comment on your suitability for the role.

- One referee should be a work reference, preferably your current or most recent employer. If you are unable to provide a current employer reference, please explain why.
- One referee should be a character reference from someone who knows you well and can comment on your personal qualities and suitability for employment.

Referees must not be relatives, partners, or members of your household.

References will only be sought if you are selected for interview or offered employment and will be handled in confidence.

Referees may be contacted by email or telephone to verify information provided during the recruitment process.

Please indicate whether we may contact your referees prior to interview:

Work Referee: ☐ Yes ☐ No

Character Referee: ☐ Yes ☐ No

Work Referee	Name:
	Job Title:
	Organisation:
	Relationship to Applicant:
	Telephone:
	Email:
Character Referee	Name:
	Occupation:
	Relationship to Applicant:
	How long have they known you:
	Telephone:
	Email:

Personal Statement

Please use the space below to tell us why you are applying for this role and how your skills, knowledge, experience, and personal qualities make you suitable for the position.

You should refer to the job description and person specification where possible and provide examples to demonstrate how you meet the requirements of the role.

We value all types of experience, including paid employment, voluntary work, caring responsibilities, education, training, and life experience.

Guidance: We recommend using this section to explain:

- Why you are interested in working for Age UK Surrey.
- Relevant skills, knowledge, qualifications, and experience.
- Examples of achievements or responsibilities that demonstrate your suitability for the role.
- How your values align with our commitment to supporting older people.

Continue on a separate sheet if necessary.

Disclosure and Barring Service (DBS) Check

Age UK Surrey is committed to safeguarding and promoting the welfare of older people and expects all employees to share this commitment.

All positions at Age UK Surrey are subject to a Disclosure and Barring Service (DBS) check. The level of check required (Basic or Enhanced) will depend on the nature of the role and will be communicated during the recruitment process.

A criminal record will not necessarily prevent you from being appointed. Any disclosures will be considered fairly and confidentially, considering the nature of the role and the relevance of any information disclosed.

Applicants are not required to provide details of criminal convictions at this stage. Relevant information will only be requested from shortlisted candidates or following a conditional offer of employment, where appropriate.

If you are invited to interview or offered employment, further information regarding the DBS process will be provided.

Data Protection Privacy Notice

Age UK Surrey is committed to protecting your personal data and handling it responsibly.

The information you provide in this application form will be used solely for the purposes of recruitment, selection, and pre-employment checks. Your personal information will be processed in accordance with UK data protection legislation and will only be accessed by those involved in the recruitment process.

If your application is unsuccessful, your data will normally be retained for a limited period and then securely destroyed in accordance with our retention policy. If your application is successful, relevant information collected during the recruitment process will be retained as part of your employment record.

We may share your information with third parties where necessary to carry out pre-employment checks, such as obtaining references, verifying your right to work in the UK, or conducting a DBS check where required.

For further information about how Age UK Surrey processes personal data and your rights under data protection legislation, please refer to our Privacy Notice or contact us at HR@ageuksurrey.org.uk

Declaration (please read this carefully before signing this application)

I confirm that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statement or omission may result in my application being withdrawn or, if appointed, disciplinary action up to and including dismissal. I understand that my personal information will be processed in accordance with Age UK Surrey's Data Protection Privacy Notice.

I understand that, if successful, any offer of employment may be subject to satisfactory pre-employment checks, including references, proof of right to work in the UK, and a DBS check at the level appropriate to the role.

Signed:

Date: