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| **Return Address** –Please return this form by post or email to: | | Post applied for:  Click here to enter text. |
| **POST:**  FAO: Charnee Wilson Age UK Sutton  Sutton Gate, 1 Carshalton Road, Sutton SM1 4LE | **EMAIL:**  [charnee.wilson@ageuksutton.org.uk](mailto:charnee.wilson@ageuksutton.org.uk)  **Application enquiries call:**  020 8915 2233 |

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| **Personal Details** | | | | | |
| First Name: Click here to enter text. | | Last Name: Click here to enter text. | | | |
| Address including postcode: Click here to enter text. | | | | | |
| Mobile Telephone Number: [essential]  Click here to enter text. | E-mail Address: [essential]  Click here to enter text. | | | | Other Contact Number: |
| Other details | | | | | |
| 1. **Do you have a full valid UK driving licence?**   Choose an item. | | | | 1. **Do you have the use of a car?**   Choose an item. | |
| 1. **Do you have a recent DBS disclosure?** Choose an item. 2. **Do you have the right to work in the United Kingdom?**  Choose an item.   *(Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.)* | | | | | |
| 1. **Are you a friend of or related to an Age UK Sutton volunteer, staff member or trustee?** Choose an item.   If yes, please let us know who and in what capacity you know them: Click here to enter text.   1. **What days/time are you available to work? Please also state if you have a minimum/maximum number of hours you would like to work.**   Click here to enter text.   1. **How did you hear about this vacancy?** (Check all that apply) | | | | | |
| Online/Google Search - Age UK Sutton website  Other website – Indeed  Email from Age UK Sutton  Social Media - Facebook, Twitter | | | Word of mouth – Age UK Sutton staff/volunteer  Word of mouth – other  Print advertising – newspaper, magazine  Poster/leaflet | | |
| Other – please specify: Click here to enter text. | | | | | |

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| References  *Age UK Sutton’s normal policy is to take up references when we intend to make an offer of Employment. Please give details of two referees, one of whom should be your present or most recent employer and the other, if possible, another employer or someone who knows you in a professional capacity who can provide a character reference.* | | | |
| **1.** | Name of referee: Click here to enter text.  Address: Click here to enter text.  Tel No: Click here to enter text.  E-mail [essential]: Click here to enter text.  In what capacity do you know this referee?  *E.g. former employer, colleague*  Click here to enter text. | **2.** | Name of referee: Click here to enter text.  Address: Click here to enter text.  Tel No: Click here to enter text.  E-mail [essential]: Click here to enter text.  In what capacity do you know this referee?  *E.g. former employer, colleague*  Click here to enter text. |

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| Employment and Volunteering History *Starting with the most recent, please list your current and previous roles and dates of employment. Clearly indicate any volunteering roles.* | |
| Position Held | **Dates From and To (MM/YY)** |
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| Personal Statement  *Use this space to tell us a bit more about yourself, and your motivation for applying for this role. We encourage you to use the Job Description and Person Specification to tell us about your suitability for this role. You can continue on a separate sheet of paper if you wish.* |

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| Disability  *The Disability Discrimination Act 1995 defines a disability as ‘a physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living’.*  Do you have a disability which requires the provision of specific facilities at interview or for work? Choose an item.  If Yes, is there anything we could do to assist you to attend the interview?  Click here to enter text.  **Data Protection Act 1998**  I consent to Age UK Sutton using and keeping information I have provided on this application and elsewhere as part of the recruiting 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 duration of my employment. If I am not successful, I understand that Age UK Sutton will retain the form for as long as deemed necessary and that they may use it to contact me in the event of there being any other vacancies for which I may be suitable.  **Signature**  The information given on this form is correct. I understand that if I state something which I know is wrong or misleading, or I do not give information which is relevant to my application, my application may be rejected, or, if I get the job, disciplinary action, including dismissal, may result.  Signature: Click here to enter text. Date: Click here to enter text.  Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend for an interview. |