

# Application Form

**Strictly Confidential**

**Post Title: Project Administrator Coordinator**

**Hours: 37 per week**

**Location: Borough Road, Middlesbrough**

**Closing Date:**

**Please complete this form using type or black ink and return to:**

Age UK Teesside  
Dorothy Rose House  
190 Borough Road  
Middlesbrough  
TS1 2EH

**OR**

Front.office@ageukteesside.org.uk

**Please note that CV's will not be accepted.**

**Personal Details:**

Surname:

**Telephone Numbers:**

Mr/Mrs/Miss/Ms

Home:

Forenames:

Work:

Address:

Mobile:

Post Code:

**Email address:**

**Disclosure and Barring Service and Rehabilitation of Offenders Legislation.**

The work you will be asked to undertake is exempt from the provisions of the Rehabilitation of Offenders Legislation. This means that you must provide us with all information relating to any form of conviction at any time in your lifetime e.g. police cautions, anti-social behaviour orders or informal warnings as well as any other form of conviction whether you were sent to prison or not. **You are not entitled to withhold any information whether the sentence is spent or not.** Any information that you give will be completely confidential and will only be considered in relation to the post that you are applying for. A criminal record may not be a bar to obtaining employment. If you have been registered on any list relating to vulnerable adults or children and your registration has been confirmed you should be aware that you would be committing a criminal offence in applying for a post in a caring position.

Any failure to notify of any form of conviction or any other form of misleading or false information now or at any time in the future could result in disciplinary action that may lead to the termination of your employment at any time during the course of your employment.

Have you ever been convicted of any criminal offence?

If so, please give full details (including nature of offence and date).

**Education:**

**Secondary and Further Education**

Qualifications	Subject	Grade

**Higher Education and Professional Qualifications**

Qualifications	Subject	Grade

**Employment Details:**

Current Job Title:

Name and address of employer:

**Dates of service:**

From:

To:

Present salary:

Period of notice required:

Reason for leaving:

**Duties and responsibilities: Continue on separate sheet if necessary**

**Previous Employment:**

Employer Name & Address	Position Held	Dates of Service	Reason for Leaving

**Please explain why you are applying for this vacancy and how your transferable skills, experiences and achievements stand you in good stead for the post (include any relevant voluntary/community experience, hobbies and interest).**

**Continue on a separate sheet if necessary**

**Additional Information:**

How many days sickness absence from work have you had in the last 2 years?

Reason for absence

Was any of this absence related to a disability?	Yes	No
Do you hold a full driving licence?	Yes	No
Are there any points on your licence?	Yes	No
If so how many?	Yes	No
Do you own your own car?	Yes	No
Are you prepared to travel?	Yes	No
Are you related to any Staff Member or Trustee of Age UK Teesside?	Yes	No

If so please give names and state the relationship. Failure to disclose such a relationship may disqualify you from the appointment, and if appointed without disclosure shall render you liable to dismissal without notice.

Name:

Address:

Have you been suspended or subject to disciplinary action by your current or previous employers?

Yes                      No

If yes, please supply full details *(on a separate sheet if necessary)*

**Referees:**

Please provide the names, addresses and telephone numbers of two people known to you personally. One of these must be your present or most recent employer. The other may provide a character reference and must not be a member of your family. Please note that referees will not be contacted without your permission. **Any offer of employment will be subject to receipt of satisfactory references and may be withdrawn in the event of a failure to receive them or if they are deemed unacceptable for the post applied for.**

#1

Name:

Address:

Position:

Telephone:

#2

Name:

Address:

Position:

Telephone:

To comply with Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK.

Do you need a permit to work in the UK? Yes                      No

Do you plan to undertake other work in addition to this post? Yes                      No

**Declaration and Signature:**

**Signature:**

**Date:**

I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information.

I give permission for all or part of this application to be held on both computerised and manual records, which I may request access to.

**Age UK Teesside Equal Opportunities Monitoring**

**Age UK Teesside** has a policy of equal opportunity. Everyone who is eligible to join *Age UK Teesside*, whatever their age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status, will receive equal treatment when applying for jobs. We want to find out whether this policy is working and to take steps to ensure further progress is made to achieving equal opportunities. We are therefore asking you to complete the following questionnaire. Your answers will be treated confidentially and will not affect your job application in any way.

We thank you in advance of your co-operation.

**Ethnic Origin:** Please tick/highlight

**Asian**

- Bangladeshi
- Indian
- Chinese
- Pakistani
- Any other Asian background

**Black**

- African
- Caribbean
- Any other black background

**Mixed Ethnic Background**

- Asian and White
- Black African and White
- Black Caribbean and White
- Any other mixed ethnic background

**White**

- British or mixed British
- English
- Irish
- Scottish
- Welsh
- Any other white background

**Prefer not to say**

**Age:** Please tick/highlight

Under 25      25 – 34      35 – 44      45 – 54      Over 54      **prefer not to say**

**Sex:** Please tick/highlight

Female                  Male                  **prefer not to say**

**Post:**

Post applied for:

Where did you see it advertised?

**Disability:**

Applicants with disabilities will be invited for interview if the essential job criteria are met.

Do you regard yourself as a disabled person      Yes      No

Do you consider you have a disability      Yes      No

If 'Yes' what is the nature of your disability?

Please state if you require special facilities or assistance at the interview or with any aspect of the job, and please let us know what they are when you are invited for interview.