



Age UK Torbay, 12 Dendy Road, Paignton, TQ4 5DB
Telephone 01803 555 181
email : angie@ageuktorbay.org.uk

Application for Employment for Home Support

Please write in block letters, using black ink, or type. Please complete the application form fully.
Use a separate sheet of paper if necessary

How did you learn of this vacancy? _____

Mr/Miss/Mrs/Ms _____ Surname _____
Forenames _____
Address _____ Home no. _____
_____ Work no. _____
_____ Mobile no. _____
_____ Email _____

Present/most recent employer

Employer's name _____ Telephone no. _____
Address _____
_____ Email _____

Last/current post title and brief description of duties

Job title _____
Description of duties _____

_____ Last/current pay _____
Period of notice required by current employer _____

References

Please give names and address of two referees, one of whom should be your current or most recent employer

1. _____	2. _____
_____	_____
_____	_____
Telephone no. _____	Telephone no. _____
Email _____	Email _____
Connection to you: _____	Connection to you: _____

May referees be approached prior to interview? ☐ Yes ☐ No

Please state the number of days you have been poorly / absent from work - due to sickness, over the past 12 months _____

Do you have access to your own transport? ☐ Yes ☐ No
Do you have a current driving licence? ☐ Yes ☐ No

Employment history please list chronologically for the past 5 years

Name & address of employer			
Please include dates of employment	Position	Pay/Benefits	Reason for leaving

Reason for your application (please state briefly why you are interested in applying for this post, include any public services, duties or interests. Please continue on a separate sheet if necessary)

Disability

(We are using the word “disability” to include any physical or mental impairment which has a substantial, long-term, adverse effect on your day-to-day living)

Have you a disability which requires the provision of specific facilities at interview or for work?

☐ Yes ☐ No If so, is there anything we could do to assist you? (Please give details)

Are you to your knowledge, related to any trustee or employee of Age UK Torbay? _____

If so, please give details _____

Have you ever been convicted of an offence by a UK court, which may relate in any way to the post for which you are applying?

(Please tick) ☐ Yes ☐ No

(If yes, please give details on a separate sheet)

This post requires an enhanced DBS check (Disclosure and Barring Service)

Signature

The information given in this application is, to the best of my knowledge, true and accurate.
I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.
Canvassing will disqualify your application

Signature of applicant _____ **Date** _____

By signing and returning this application form, you consent to Age UK Torbay using and keeping information about you or supplied by third parties such as referees, relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for 6 months from the date on which you are informed whether you have been invited for interview. Such information may include details relating to ethnic origin and disability. These will be used solely for internal monitoring and will not be disclosed to any third party.

Please complete the following form and return it with your application form. It is entirely confidential and will not be made available to those involved in shortlisting or the selection process.

EQUALITIES AND DIVERSITY MONITORING QUESTIONNAIRE

Confidential

Monitoring the diversity of our applicants and staff is an essential part of Age UK Torbay's commitment to Equalities and Diversity. Please complete this form and return it with your application form. It is entirely confidential and will not be made available to those involved in shortlisting or the selection process, or for any purpose other than monitoring and statistical reporting.

1. Date of birth _____

2. Gender Male ☐ Female ☐

3. Ethnicity – Please tick the most appropriate box below to describe your ethnic group or origin. (This question helps us to identify the ethnic diversity of those applying for vacancies within the organisation. The classifications are those used in the 2001 census, and are recommended by the Commission for Racial Equality).

White:		Mixed:	
British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Other White	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
		Other Mixed	<input type="checkbox"/>
Asian or Asian British:		Black or Black British:	
Indian	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Other Black	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>		
Chinese or Other Ethnic Group:			
Chinese	<input type="checkbox"/>		
Other Ethnic Group	<input type="checkbox"/>		

4. Do you consider yourself to have a disability? (Age UK Torbay is committed to ensuring that people with disabilities are supported and encouraged to apply for employment with Age UK Torbay and to achieve progress in that employment. This question helps us to assess our success in achieving this aim.)

Yes ☐ No ☐

If you wish to provide any additional details, please do so below:

N.B. The disability Discrimination Act 1995 defines a disability as:

“Any physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living.”

5 Is there anyone who relies on you for day to day care and attention? (This question is recommended by the Equal Opportunities Commission and will help us review our flexible working policies.)

Yes ☐

No ☐

If Yes, are they:

(a) Children: aged

0 – 5 ☐

Date(s) of Birth: _____

6 – 11 ☐

Date(s) of Birth: _____

12 – 18 ☐

Date(s) of Birth: _____

(b) A family member/partner (please specify): _____

This information will be used solely by Age UK Torbay for monitoring purposes and will be treated as confidential.

Thank you for your co-operation



Application for Employment Section Two: Criminal Record

Confidential

Your attention is drawn to the fact that the post you are applying for is excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore you must disclose information about any convictions which for other purposes are 'spent' under the provisions of the Act. All applicants are subject to an enhanced level of disclosure check by the Criminal Records Bureau.

Position Details

Position applied for	
----------------------	--

Personal details

Surname	
Forename(s)	

Criminal Record

Conviction	Date

Signed	
Date	

Please return this form with your application form in a separate sealed envelope marked 'confidential'. If you are emailing your application, please ensure you attached this disclosure as a separate document. This information will not be considered during the short-listing process.