

PRIVATE & CONFIDENTIAL

Age UK Trafford Application Form

Please complete all sections in type or black ink and return completed form to:

***Age UK Trafford,
The Sharples Building
1-3 Church Road
Urmston
Manchester
M41 9EH***

admin@ageuktrafford.org.uk

APPLICATION FOR THE POST OF:

Section A: Personal Details

Surname:	Forename(s):	Title:

Address including postcode:
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Telephone:	Daytime:	Evening:

Email address:

Section B: Educational History and Qualifications

Schools/ Colleges Attended	Dates		Qualifications Achieved
	From	To	

Professional Qualifications or additional relevant training: *(use additional sheet if required)*

Establishment	Dates	Qualification or Training

Existing Employment

Please note any existing employment you would continue with if you were to be successful in obtaining this position

Section C: Employment History (most recent first).

Please explain any gaps in between periods of employment.

Please use additional sheet if required

Employer name & Address	Dates		Title and brief description of Duties	Reason for leaving
	From	To		

Employer name & Address	Dates		Title and brief description of Duties	Reason for leaving
	From	To		

Any other relevant experience gained outside the workplace (e.g. voluntary work):

Section D: Statement in Support

*Please state below (use additional sheets if required) why you feel you are suitable for this position; include all relevant past and present experience. **Please demonstrate how you meet the requirements of the job description and person specification.** Please describe what you feel you will bring to this position.*

Section E: Additional Information

1. Do you possess a current full driving licence? YES/NO

Groups: Expiry Date: Details of Endorsements:

2. Do you have use of a motor vehicle? YES/NO

3. How did you hear about this post?

.....

4. Please state notice period required by present employer:
.....

5. What is your present salary per annum?

6. Are there any restrictions on you taking up employment in the UK?

Yes

No

(if yes, please provide details)

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Section F: Referees

Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to vulnerable adults, we reserve the right to approach any past employer for a reference.

Please note your referees MUST NOT be related to you or your spouse/partner.

Please note your application will not be processed without full addresses of two appropriate referees being given below.

Most Recent Employer	Second Referee
Contact prior to interview: yes/no	Contact prior to interview: yes/no
<p>Name & Address:</p> <p>Telephone:</p> <p>Email address:</p>	<p>Name & Address:</p> <p>Telephone:</p> <p>Email address:</p>

Section G: Cautions, Rehabilitation and Criminal Records

Because of the nature of work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit a Disclosure and Barring Service check. Any standard or enhanced disclosure made by the DBS/Disclosure Scotland will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

YES/NO (delete as required)

If YES, please give details:

Special Requirements (Care Sector)

Because this position involves the care of vulnerable adults employment is dependent on the following:

1. Your written consent to obtaining a standard/enhanced disclosure certificate from the Disclosure and Barring Service.
2. Such disclosure being acceptable to Age UK Trafford.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references including one from your most recent employer **(this is a Legal Requirement)**.
5. That you will supply a photograph of yourself for retention in your records **(this is a Legal Requirement)**.
6. Evidence of physical or mental suitability for your work.
7. Documentary evidence of any qualifications relevant for the position **(this is a Legal Requirement)**.

Section H: Applicants Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to 6 years thereafter and I understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application. I will, if required, apply to the Disclosure for a Disclosure and Barring Certificate. I also agree that the charity may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the charity any offer of employment may be withdrawn or my employment terminated.

Signature of Applicant:

Date:

Now please return this form and the Equal Opportunities Monitoring Form to the address on page 1.

The information you are about to provide will be used by Age UK Trafford solely to process your application for this job vacancy and will not be passed to any third party at this stage.