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| Charity No: 1086323 Company No: 4146487 | | | | | | | | | **Application Form**  Please do not send CVs  PLEASE TYPE OR WRITE IN BLACK INK  PRIVATE AND CONFIDENTIAL | | | | | | | |
| Position Applied for: Home Helper | | | | | | | | | | | | | | | | |
| Surname: | | | | | Title: | | | First Name: | | | | | | | | |
| Address:  Post Code: | | | | | | | | Telephone No. daytime:  Telephone No. evening:  Mobile No:  E-mail address: | | | | | | | | |
| Present/Most recent post held: | | | | | | | | Name and address of employer: | | | | | | | | |
| Date appointed: | | |  |  | | | |  | | | Notice Period / Availability: | | |  | | |
| Reason for leaving last post: | | | | | | | | | | | | | | | | |
| **References**  Please give the name and address of two referees **(where applicable one of these should be your present/last employer**) References will only be taken up for short-listed candidates (please complete Page 6). Appointment will be offered subject to satisfactory references.  Please indicate if we can contact your referee(s) prior to interview. Please enter an X in the relevant box below. | | | | | | | | | | | | | | | | |
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| Relationship  to referee:………………………………….. | | | | | |  |  | Relationship to referee:…………………………………… | | | | | | |  |  |
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| Name |  | | | | | |  | | Name |  | | | | | |  |
| Position |  | | | | | |  | | Position |  | | | | | |  |
| Address |  | | | | | |  | | Address |  | | | | | |  |
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| Post Code | |  | |  | | |  | | Post Code | |  | |  | | |  |
| Telephone No. | | |  | | | |  | | Telephone No. | | |  | | | |  |
| Email: | | |  | | | |  | | Email: | | |  | | | |  |

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| Do you hold a current driving licence?  Do you have access to a car for use at work?  Do you mind working in the home of a smoker?  Do you mind working in the home where there is a pet  Which areas would you prefer to work?  Days available to work  Times available to work | | | | Yes/No  Yes/No  Yes/No  Yes/No |
| Previous Employment History (please include voluntary work/carer Breaks/periods of unemployment), start with your current situation first. | | | | |
| Name, Address & Type of  Business of Employers |  | |  | Position  Held |
|  |  | |  |  |
| Education & Training (from age 11) *please list below* | | | | |
| Schools, Colleges, Universities attended | | Qualifications obtained (where appropriate) | | |
|  | |  | | |
| Are you a member of any Professional Organisation? | | | | |
| How and where did you learn of this vacancy? | | | | |
| **Why do you want this post:**  Please use this page to summarise why you would like this job and why you think you are a good candidate. Please relate your skills, knowledge and experience to the Job Description and the Specification. Please use headings if you wish (continue on a separate sheet, if necessary) | | | | |
| Interest and hobbies | | | | |

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| AWS supports Equal Opportunities Employment. We would like to support you with your application if necessary, please give details below of any support you may feel you may need during the application process and or to carry out the job satisfactorily*.* | | | | | |
| Asylum and Immigration Act 1996 – Section 8  Under this Act the successful applicant will be required to give specified documentary proof that they are entitled to live and work in the United Kingdom | | | | | |
| **Disclosure Barring Service**  Please complete the enclosed sheet, returning it with this application. | | | | | |
| **Data Protection Act 2018**  The personal data you enter on this form will be held in accordance with the Data Protection Act 2018. We will not share your details with any third parties unless you give your explicit consent for us to do so. If your application is unsuccessful, we will keep hold of your application for only as long is necessary. If your application is successful, this form will become part of your personnel file.  Please read the below statements and tick if true:   * All the information I have given here is true to the best of my knowledge: 🗆 * I consent to the use of all this information when considering my application and hereby give permission for any appropriate checks to be carried out and confirm I have completed the Reference Consent form on page 6: 🗆 * I would like to be considered for other roles and for future roles within the organisation: 🗆 | | | | | |
|  | Any false statement may be sufficient cause for rejection or, if employed, dismissal | | | | |
|  | Your personal data will be treated confidentially at all times | | | | |
|  | | | | | |
| Signature | |  | | Date: |  |
|  | | | | | |
| **Please return completed application form by the closing date.** | | | | | |
| Email to:  Post to: | | | [recruitment@ageukwestsussex.org.uk](mailto:recruitment@ageukwestsussex.org.uk)  Recruitment  Age UK West Sussex.  The Laburnum Centre  Lyon Street  Bognor Regis  West Sussex  PO21 1UX | | |

**REFERENCE CONSENT FORM**

I …………………………..………… consent to Age UK West Sussex writing to the named people on my application form for references.

If required by my previous employer:

NI number is: …………………………………

Work / payroll number is: ………………………………

Signature: …………………………………….

Name: …………………………………………

**Equality and Diversity Form**

In order to ensure that our Equality and Diversity in employment is effective, we need to obtain certain information, which will allow us to evaluate how successful our approach as an equal opportunities employer has been. It is for this reason that we would like you to fill in this monitoring form, which is confidential and will be kept separately from your application.

You are under no obligation to complete this form but if you do you are agreeing under the Data Protection Act 2018, that Age UK West Sussex may hold and use personal information about you for monitoring purposes only. The data supplied on this form will be stored in an anonymous format.

**This form will not be used at any stage in the selection process**

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| --- |
| **Post applied for:** |
| **Age:**  Under 20 20-29 30-39 40-49 50-59 60-69 70+  **Gender:**  Male Female Non Binary Prefer not to say |
| **Do you consider that you have a disability under the Equality Act (please tick)?**  **The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.**  Yes No Prefer not to say |
| **Religion:**  Buddhist Christian Hindu Jewish Muslim Sikh No Religion Other |
| **Sexual Orientation:**  Bisexual Gay Heterosexual Lesbian Other Prefer not to say |
| **Ethnicity:**  **Asian or Asian British**   1. Bangladeshi 2. Indian 3. Pakistani 4. Any other Asian background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Black or Black British**   1. Caribbean 2. African 3. Any other Black background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Chinese or other ethnic group**   1. Chinese 2. Any other group, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mixed**   1. White & Black Caribbean 2. White & Black African 3. White & Asian 4. Any other Mixed background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **White**   1. British 2. Irish 3. Any other White background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This information will be used solely by Age UK West Sussex for monitoring purposes and will be treated as strictly confidential.**

**Thank you for your co-operation**

**Disclosure and Barring Service**

As our work involves some vulnerable adults the post holder will be subject to a Disclosure and Barring Service check. You are invited to disclose any spent or unspent criminal convictions you may have. Please note that declaration of any convictions does not automatically mean that you will not be considered for the post. Our short-listing process will focus on your abilities, skills, experience and qualifications and any convictions will be considered only in relation to their relevance to the post and risk imposed. However, if you fail to declare at this point a conviction which later comes to light then you may be dismissed from the post.

All information will be handled in compliance with the Data Protection Act 2018 and will not be disclosed to any third parties unless required by law. If your application is unsuccessful, this information will be destroyed.

|  |  |
| --- | --- |
| Position Applied for: ……………………………………………………………………………………… | |
| Your name: |  |
| Address: |  |
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**Spent and unspent convictions including any cautions, bind-overs, warnings or reprimands issued**

|  |  |  |
| --- | --- | --- |
| **Date of Conviction** | **Type of Offence** | **Penalty Imposed** |
|  |  |  |