

**APPLICATION FORM**

**All candidates must complete this application form in full in black ink or typescript and return it marked private and confidential to:**

Office Manager

Age UK Wigan Borough

Pennyhurst Mill, Haig Street,

Wigan

WN3 4AZ

**Electronic application forms to:** [**recruitment@ageukwiganborough.org.uk**](mailto:recruitment@ageukwiganborough.org.uk)

**Please note that CVs will not be accepted in any circumstances**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the post of**-----------------------------------------------------------------  **Post Ref. No**------------------------------------------**Closing Date**:----------------------  **Where did you hear about this vacancy?** ------------------------------------------- | | | | | | | |
| **A. Personal Details** | | | | | | | |
| Title: | | | | Family Name: | | | |
| Forename(s): | | | | Address: | | | |
| The name you use on a day-to-day basis: | | | |
| Previous name(s): | | | |
| Home Tel and/or mobile number: | | | | Post Code: | | | |
| Work Tel Number | | | | E Mail Address | | | |
| May we contact you at work? Yes □ No □ | | | | National Insurance No. | | | |
| **B. Employment** | | | | | | | |
| Name and address of current or most recent employer: | | | | | | Post held: | |
| From: To: | |
| Salary: | |
| Please state notice period and/or earliest start date: | |
| Tel. No: | | | | | | Reason for wishing to leave: | |
| Email address: | | | | | |
| Please summarise the main duties and responsibilities in your current or most recent post: | | | | | | | |
| **C. Previous Employment.** | | | | | | | |
| *Please give details of previous posts held since leaving full time education, including full and part time, voluntary or unpaid work. Continue on additional information sheet if required.* | | | | | | | |
| Previous employer(s) most recent first | Post held and brief description of duties | | | | Reason for leaving | | |
|  |  | | | |  | | |
| **D. Education and training** | | | | | | | |
| *The successful candidate will be required to produce evidence of qualifications achieved including original certificates or authenticated copies* | | | | | | | |
| School/College/University/  Other | | Subjects/ Qualifications | | | | | Level or grade |
| **E. Suitability for the Role** | | | | | | | |
| *Please use this section to support your application by looking at the Person Specification and describing any particular skills, knowledge and experience you have gained and how they will equip you for this post. Include any relevant experience from paid, unpaid or voluntary work, education, training or leisure activities. Continue on the Additional Information sheet if necessary.* | | | | | | | |
| **F. Rehabilitation of Offenders Act 1974** | | | | | | | |
| Please read the enclosed guidelines carefully in relation to the Rehabilitation of Offenders Act 1974.  It is Age UK WB policy that any ‘unspent’ convictions must be declared as part of the application process. Information issued with this form will indicate if the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. If it is, then you must also declare any relevant ‘spent’ convictions as detailed in the guidelines accompanying this application.  If you are appointable to the post you will be required to provide further information under separate confidential cover to a designated person within Age UK Wigan Borough.  NB All successful applicants for posts within Age UK Wigan Borough will be subject to rigorous vetting processes including checks by the Disclosure and Barring Service and other relevant bodies where appropriate. Please read the enclosed guidelines for further details.  **All applicants must answer the following question**  Do you have any unspent convictions?  Yes □ No □  **Applicants applying for work in a position that will involve them in the care of/provision of services for vulnerable people need to answer the following question.**  Have you ever been convicted of a criminal offence, received a caution, reprimand, warning or do you have any pending criminal charges? (This includes spent and unspent convictions)  Yes □ No □ | | | | | | | |
| **G. Right to work in UK- Immigration & Nationality Act 2006** | | | | | | | |
| Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.  Do you have the right to work in the United Kingdom?  Yes □ No □ | | | | | | | |
| **H. References** | | | | | | | |
| Please give the names, full postal addresses and telephone numbers of **Two** referees, not related to you, who are willing to confirm your suitability for the role you are applying for. One of these must be your current or most recent employer or if you have not been employed, a referee related to relevant voluntary or community work or if appropriate your head teacher, tutor or lecturer from your last school college or university.  Please note by completing this application form, you are giving consent for us to approach your referees at the appropriate point in the recruitment process. | | | | | | | |
| Name: | | | Name: | | | | |
| Position: | | | Position: | | | | |
| Address: | | | Address | | | | |
| Post Code: | | | Post Code: | | | | |
| Tel. No. | | | Tel. No. | | | | |
| Fax No. | | | Fax No. | | | | |
| E Mail Address: | | | E Mail address | | | | |
| In what context does this referee know you? | | | In what context does this referee know you? | | | | |
| **I. Data Protection Act 1998** | | | | | | | |
| Information provided by this application form will be used by us to assess your suitability for employment with us and for recruitment and other related HR purposes only. You are requested to provide sensitive information such as disability or ethnic origin for the purpose of equal opportunities monitoring. We will not provide this information to any third party unless required to do so by law or other regulatory purposes or with your consent.  For the successful applicant, this form will be held confidentially in both manual and computer records and made available to Senior staff for the proper administration of the employment relationship. | | | | | | | |
| **J. Declaration** | | | | | | | |
| * I understand that any subsequent offer of appointment will be subject   to proof of right to work in UK, satisfactory references, Disclosure and Barring Service and other checks   * I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to dismissal without notice * I declare that the information I have given is to the best of my knowledge, true and complete * I agree that any information given may be used for registered purposes under the Data Protection Act 1998. I understand that personal information will not be passed to other organisations without my consent.   **Signature of Applicant** :--------------------------------- **Date:**------------------------- | | | | | | | |
| **Additional Information** | | | | | | | |
| Name ------------------ Position Applied for -----------------Job Ref No.---------  Continued from Section (insert) ------------------------------------  Please use this sheet as required, clearly indicating the section(s) of the application form that the information refers to. You may use additional sheets if required. | | | | | | | |