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| **APPLICATION FOR EMPLOYMENT – Guidance Notes** |

Thank you for your interest in our vacancy. The information you are about to provide will be used by Age UK Wiltshire solely to process your application for the post and will not be passed to any third party at this stage.

*Please read these notes carefully before completing the application form*

* Age UK Wiltshire is an equal opportunities employer and all applicants for jobs will receive equal treatment.
* Please complete clearly in BLACK ink or type and ensure that you read and sign the declaration on the final page of the application form.
* By signing and returning this application form, you consent to Age UK Wiltshire using and keeping information about you or 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 an interview.
* Please answer all the relevant questions on the form and attach additional sheets if necessary to answer any of the questions.
* Look carefully at the Job Description and Person Specification. They set out the skills, abilities, knowledge and experience required for the job. We will assess your application to see if you meet or can achieve these requirements based on what you tell us.
* Please do NOT attach a CV.

Please return your completed application form marked **Private & Confidential** to:

Business Support Team,

Age UK Wiltshire,

The Wool Shed

New Park Street

Devizes

SN10 1DY

Or email: [recruitment@ageukwiltshire.org.uk](mailto:recruitment@ageukwiltshire.org.uk)

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| **YOUR INFORMATION** |

Your personal details will be used to process your application. It will not be used by the interview panel and will not be used to shortlist your application or as part of your interview if you are successfully shortlisted.

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| **POST APPLIED FOR:** |  |

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| **Personal details** | | | | | | |
| First Name: | |  | | Last Name: |  | |
| Name you prefer to be known by (if different to above) | | | |  | | |
| Address: | |  | | | | |
| Postcode | |  | | | | |
| Daytime Telephone Number: | | |  | | | |
| Telephone Number (Mobile): | | |  | | | |
| May we telephone you during the day? | | | | | | **Yes / No** |
| Email: |  | | | | | |

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| **Recruitment Information** | |
| Are there any reasonable adjustments we can make to assist you with the recruitment process? If Yes, please provide details below. | |
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| In order to comply with the Asylum and Immigration Act 1996, we require appropriate documentary evidence of authorisation to work. Please note if you are made a conditional offer of employment you will be asked to produce evidence of your eligibility to work in the UK. | |
| Please confirm you have the right to work in the UK | **Yes / No** |

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| **REFERENCES & CHECKS** | |
| Please note here the names and addresses of two referees who can provide information relating to your competency for this role, one of whom **must** be your present or most recent employer. A character or work referee **should not** be a friend or relative. | |
| **Referee 1** | |
| Name: | Position: |
| Company Name: | Telephone: |
| Address:  Postcode: | Email Address: |
| May we contact prior to interview: **Yes / No** |
| **Referee 2** | |
| Name: | Position: |
| Company Name: | Telephone: |
| Address:  Postcode: | Email Address: |
| May we contact prior to interview: **Yes / No** |

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| **Disclosure & Barring** |
| Age UK Wiltshire works with vulnerable adults which means this role may be subject to the Disclosure & Barring Service (DBS) check (in line with the DBS code of practice - [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)).  For details about whether a DBS check is required, please read the job description for the role you are applying for. |

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| **DECLARATION** | |
| I confirm that the information in my application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. | |
| I agree that Age UK Wiltshire may apply to my previous employers for references. I understand that should I fail to supply reference information, or should the reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated. | |
| Name of Applicant:  Signature of Applicant: | Date: |

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| **REHABILITATION OF OFFENDERS ACT (1974)** |
| Please answer the question below about **unspent** convictions.  If you are applying for a role that requires a **STANDARD**, **ENHANCED**, or **ENHANCED WITH BARRING** DBS check (see job description), please also answer the question about **spent** convictions.  This information will be kept confidential and will not be used in the shortlisting process. If you are invited for interview, this information will be made available to the interview panel.  If you prefer, you can submit this information separately to your application form. Please detach this sheet and send to us in an envelope marked CONFIDENTIAL, for HR only.  If you are unsure about whether you need to disclose certain criminal record information, free confidential advice may be sought from NACRO who can advise you on what you are legally required to declare and may also be able to advise you on how you can disclose criminal record information to a prospective employer and your legal rights when doing so.  **NACRO - 0300 123 1999,** [**helpline@nacro.org.uk**](mailto:helpline@nacro.org.uk)**,** [**www.nacro.org.uk**](http://www.nacro.org.uk) |

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| Do you have any unspent convictions or conditional cautions? | **Yes / No** |
| If you have answered yes, please provide details: | |
| If you are applying for a role that requires a **STANDARD**, **ENHANCED**, or **ENHANCED WITH BARRING** disclosure and barring check, please also answer the question below. | |
| Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? | **Yes / No** |
| If you have answered yes, please provide details: | |

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| **DECLARATION** | |
| I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Age UK Wiltshire. | |
| Name of Applicant:  Signature of Applicant: | Date: |

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| **EQUITY AND DIVERSITY MONITORING FORM** |

Age UK Wiltshirewants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of our recruitment process in encouraging equality and diversity.

We need your help and co-operation to enable it to do this, but **filling in this form is voluntary.** The information provided will be kept confidential and will only be used for monitoring purposes.

Please get in touch if you have any questions about the form.

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| **Gender** |
| o Male o Female o Intersex o Non binary o Prefer not to say |

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| **Age** | | | | |
| o 16-24  o 25-29  o 30-34 | o 35-39  o 40-44  o 45-49 | o 50-54  o 55-59  o 60-64 | o 65-69  o 70-74  o 75-79 | o 75-79  o 80+  o Prefer not to say |

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| **What is your ethnicity?** | | |
| Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box | | |
| ***Asian or Asian British*** | o Indian  o Pakistani  o Bangladeshi  o Chinese | o Japanese  o Other  o Prefer not to say |
| ***Black, African, Caribbean or Black British*** | o African  o Caribbean | o Other  o Prefer not to say |
| ***Mixed or Multiple ethnic groups*** | o White and Black Caribbean  o White and Black African  o White and Asian | o Other  o Prefer not to say |
| ***White*** | o English  o Welsh  o Scottish  o Northern Irish | o Irish  o Gypsy or Irish Traveller  o Other  o Prefer not to say |
| ***Other ethnic group*** | o Arab  o Other | o Prefer not to say |

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| **Do you consider yourself to have a disability or health condition?** |
| o Yes o No o Prefer not to say |

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| **What is your sexual orientation?** | | |
| o Heterosexual  o Gay  o Lesbian | o Bisexual  o Asexual  o Pansexual | o Undecided  o Prefer not to say |

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| **What is your religion or belief?** | | |
| o No religion or belief  o Buddhist  o Christian | o Hindu  o Jewish  o Islam | o Sikh  o Prefer not to say |
| If other religion or belief, please write in: | | |

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| **Do you have caring responsibilities? If yes, please tick all that apply** |
| o None  o Primary carer of a child/children (under 18)  o Primary carer of disabled child/children  o Primary carer of disabled adult (18 and over)  o Primary carer of older person  o Secondary carer (another person carries out the main caring role)  o Prefer not to say |

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| **YOUR APPLICATION** |

The information on the following pages will be used by the interview panel to shortlist your application for interview, and used during your interview to assess your suitability.

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| **Please tell us why you are applying for this role?** |
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| **Present Employment** | | | | | | |
| **Please give details of your current or most recent employer.** | | | | | | |
| Name of Employer: | |  | | | | |
| Address: | |  | | | | |
| Postcode: | |  | | | | |
| Position Held: | |  | | | | |
| Salary: | |  | | | | |
| Start date: | |  | Finish date (if applicable): | | |  |
| Main duties and responsibilities: | | | | | | |
| **SECTION 3 – PREVIOUS EMPLOYMENT** | | | | | | |
| **Most recent first. Please cover the last 5 years of relevant employment experience** | | | | | | |
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| Name of Employer: |  | | | | | |
| Address: |  | | | | | |
| Postcode: |  | | | | | |
| Position Held: |  | | | | | |
| Start date: |  | | | Finish date: |  | |
| Summary of duties: | | | | | | |
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| Reason for leaving: | | | | | | |
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| Name of Employer: |  | | | | | |
| Address: |  | | | | | |
| Postcode: |  | | | | | |
| Position Held: |  | | | | | |
| Start date: |  | | | Finish date: |  | |
| Summary of duties: | | | | | | |
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| Reason for leaving: | | | | | | |
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| **Continue on a separate sheet if necessary** | | | | | | |

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| **SECTION 4 – QUALIFCATIONS** | |
| Please list all relevant qualifications starting with the most recent | |
| Qualification and Grade obtained | Date obtained |
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| **PERSONAL DEVELOPMENT** |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: |
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| **SECTION 5 – SKILLS AND EXPERIENCE** |
| **It is essential that you complete this section in full, as described below.**   * Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification** * Please ensure that you address the criteria on the person specification using the same order and numbers. |
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| **Continue on a separate sheet if necessary** |