

## Job Application Form

Please complete all sections of the form as clearly and accurately as possible.  
CVs will not be accepted

1. Position Details:	
Post applied for:	Post Ref:
Post Location:	

2. Personal Information:	
Last Name:	First Name(s):
Preferred Name:	Title:
Address :	
Post Code:	
Contact details (please specify preferred method of contact):	
Tel:	Mobile:
Work:	Email:

National Insurance Details:									
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Do you have the right to work in the UK without restrictions: <i>If applicable we will require proof of right to work.</i>	YES / NO
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Where did you hear about this Vacancy:	
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Application Ref No:  
(For office use only)

<b>Post Applied For:</b>	
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<b>3. Education/Training attained:</b> (In date order, most recent first)				
Name and address of School, College, University	Dates		Qualifications and Course subjects	Date Obtained (mm/yy)
	From (mm/yy)	To (mm/yy)		

<b>Relevant Non Qualification Courses Attained:</b>		
Organising Body	Course Details	Date Attended (mm/yy)

<b>Membership Of Professional Bodies /Associations (e.g. councils, pin numbers for medical associations)</b>		
Name Of Membership	Membership Status and Number	Dates Of Membership and Renewal (mm/yy)



<b>4a. Previous Employment:</b> (starting with the most recent)				
Employers Name and Address	Role and Salary	Dates		Reason For Leaving
		From (mm/yy)	To (mm/yy)	

**5. Summary of relevant experience:**

Please state how your knowledge skills and experience will assist you in applying for this role. Refer to the job description and person specification to measure against your ability and competencies required for this position.

**5a. Additional Sheet: (If required)**

Empty rectangular area for additional information.

**PLEASE ANSWER THE FOLLOWING QUESTIONS IF THE JOB/PERSON SPECIFICATION FOR THE POST REQUIRES THIS.**

<b>6. Car Owner/Driver</b>	
Do you hold a current full driving licence?	Yes/No
If yes is it a clean driving licence? If no, give details below:	Yes/No
Do you own or have Full use of a vehicle?	Yes/No
Does your insurance policy include business cover?	Yes/No

If applicable please specify all convictions and cautions with dates in a sealed envelope and attach with form. Refer to policy statement on recruitment of Ex-Offenders for guidance and relevance.

<b>7. Criminal Convictions and Cautions</b>	
<b>7a General Posts – Criminal Convictions</b>	
Have you been convicted of a criminal offence (“unspent” only)?	Yes/No
<b>7b Applies to posts working with children or Vulnerable adults</b>	
Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	Yes/No
Are you subject to any sanctions imposed by a regulatory body?	Yes/No
Are you disqualified from working with children or Vulnerable adults?	Yes/No
Are you aware of any Police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the position?	Yes/No

<b>8. Are you subject to any current or outstanding disciplinary actions or legal proceedings?</b> If yes, please give details:	Yes/No
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<b>9. Additional Information</b>	
<b>a. Are you related to any members of staff at Age UK Leicester Shire and Rutland?</b> If yes, please specify role and department:	Yes/No

<b>10. Under the Disability and Discriminations Act 1995</b>	
<b>Do you consider yourself to have a disability which you would like us to be aware of? If yes, please give details:</b>	Yes/No

**Age UK Leicester Shire and Rutland are committed to guaranteeing all disabled applicants an interview should they meet the minimum requirements specified in the person specification.**

**In the event that you are selected for interview please advise us of alternative arrangements you may require:**

<b>12. Data Protection Act 1998</b>
<b>The information you supply in this application form for the purpose of employment with us, will be held to enable a personal file (if successful at interview) to be created.</b>
<b>For all unsuccessful applicants this information will be held for a period of 12 months from our last contact. The information provided will then be destroyed after the period specified.</b>
<b>By signing and returning this application you are giving your consent for us to process and hold the information supplied which is considered to be sensitive.</b>



<b>13. References</b>
<b>Please give details and addresses in full of two individuals, not related to you, who will provide employment references covering the last 5 years. One of these must be your present or most recent employer if you are not currently employed. The other must be a referee from a professional source who can provide a character reference.</b>

**PLEASE NOTE: REFEREES WILL NOT BE APPROACHED PRIOR TO INTERVIEW**

Name and position:	Name and Position:
Address:	Address:
Postcode:	Postcode:
Contact Details:	Contact Details:
Tel No:	Tel No:
Email:	Email:
Relationship to Applicant:	Relationship to Applicant:

<b>13. Declaration</b>	
I declare that all the information, including qualifications, is true and accurate. I understand that deliberate misrepresentation or omission of factual information requested may lead to withdrawal of a job offer or dismissal without notice. Subject to being offered a post, I hereby consent to Age UK Leicester Shire and Rutland requesting written references.	
Signed:	Date:

**Please Return Completed form to:**

**Human Resources Department  
Age UK Leicester Shire & Rutland  
Lansdowne House  
113 Princess Road East  
Leicester LE1 7LA**

