

Application For Employment



General Notes and Guidance

This application form has **three parts**:

- You must complete **Part 1** to provide the information we need to consider your application.
- We only need you to complete **Part 2** for posts where we have to carry out additional screening procedures. You should only fill in part 2 if we have told you that it needs to be completed.
- **Part 3** – Equality & Diversity Monitoring form. We will separate this part from the rest of the form and it will not be used as part of the selection process.

Please complete in black ink or type. We will only consider information provided on this application form. **Please do not send in a CV as is will not be considered.**

This front sheet will be removed from the remainder of your application form when we shortlist to ensure all candidates are treated equally.

Part 1

Position applied for:

Role Title _____

Closing Date _____

Applicant Reference (office use only) _____

Personal Details:

Title (Mr / Mrs / Miss etc) _____

Full Name _____

Address _____

Postcode _____

Tel No (day) _____

Tel No (evening) _____

Email Address _____

Immigration Status:

Are you a settled worker (i.e. do you have a permanent right to work in the UK – for example as a British or EEA citizen)?

Yes

No

If no, do you already have temporary permission to work in the UK?

Yes

No

If yes, please specify your visa type and visa end date: _____

INTENTIONALLY BLANK

Career History:

Starting with current, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment. If you have worked for Age UK Mid Mersey before, we may ask the relevant line manager about your employment record.

From - To	Employer	Job Title and Key responsibilities	Reason for leaving or notice period (where applicable)

Education, Qualifications & Training:

Please list qualifications relevant to this post and the place of learning. We may ask you to produce qualification certificates if we ask you to come to an interview.

Subject	Qualification Level	Place of learning	Date obtained

Training:

Please give details of any training which is relevant to your application.

Subject	Training Provider / Establishment	Date obtained

Professional Body Membership

Please give details of any professional membership which you hold.

Professional body	
Membership Level	
Start date	

Suitability for the Role

Please review the requirements of the role (Job Description and Person Specification) and provide evidence of how you meet these, using specific examples. It is often helpful to deal with each requirement under a separate heading. Please use extra pages if required, but do not exceed more than three sides.

References:

Please provide details of two people (not relatives) who will each provide an employer's reference. One of these referees must be your current or most recent employer. Please confirm whether we may contact your chosen referee before any offer of employment has been made to you?

Name	_____	Name	_____
Position	_____	Position	_____
Address	_____	Address	_____
Postcode	_____	Postcode	_____
Telephone no	_____	Telephone no	_____
Email	_____	Email	_____
Contact prior to any offer?	Yes <input type="radio"/> No <input type="radio"/>	Contact prior to any offer?	Yes <input type="radio"/> No <input type="radio"/>

Request for reasonable adjustments to the selection process:

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and if successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated.

If you wish to do so, please enter any reasonable adjustments connected with a disability which you require to be made to the selection process in the box below. If, however, you would prefer to discuss any special arrangements with us, please contact the person specified in the job advert or applicant covering letter as the point of contact for this vacancy, or email hr@aukmm.org.uk.

Declaration:

The information you have provided will be used to process your application and will be used in accordance with the principles of the Data Protection Act 1998. Please sign and to confirm your acceptance of the statements outlined below:

- I confirm the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me.

Signature: _____ Date: _____

Information for additional screening purposes (selected applicants only)

For some jobs, we have to make extra checks to ensure that applicants are suitable and/or that it is legal for us to employ them. If such checks apply to this job then we will have asked you to complete one or more sections of Part 2 in the application pack covering letter. Do not complete any section of Part 2 unless we tell you that you must. If you are not clear about what you have to do, please email the HR department at hr@aukmm.org.uk.

Because the nature of the role for which you are applying involves direct contact with **older people, some of whom may be classed as vulnerable adults**, this post is exempt from the provisions of the Rehabilitation of Offenders Act 197. This means that we will conduct a criminal records check on the successful applicant through the Disclosure and Barring Service (DBS – <https://gov.uk/government/organisations/disclosure-and-barring-service>).

You must now disclose any pending criminal proceedings, cautions or convictions against you (spent and unspent) which are not “protected”. Protected matters – usually old, minor cautions and convictions – will be filtered out when the DBS responds to our request for a check and you need not disclose them. The DBS has guidance on which cautions/convictions are subject to filtering: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf.

If the role you are applying for involves working with children or adults in regulated activity, the law requires that you must also inform us if you have been barred from such employment.

If you do not disclose something new that is revealed by the DBS check then we may withdraw any conditional offer we have made (or dismiss you if you have begun employment) and we may report you to the DBS.

A conviction would not automatically bar you from working with Age UK Mid Mersey. We actively promote equality of opportunity for all and welcome applications from a wide range of candidates. We acknowledge that not all convictions will automatically bar people from working with us and it is therefore important that people who have been convicted are treated fairly.

The information you provide is completely confidential and the only people who will have access to it is the HR & Policies Officer and the Chief Executive of Age UK Mid Mersey who will make a final decision based on any information you have provided

Age UK Mid Mersey adheres to the Disclosure and Baring Service Code of Practice on disclosures. A copy of this is available if you wish to read it.

Do you have any spent or unspent cautions or criminal convictions that are not protected by law?	Yes <input type="radio"/> No <input type="radio"/> If 'yes', please provide further information.
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<p>Do you have any criminal proceedings pending against you?</p>	<p>Yes <input type="radio"/> No <input type="radio"/> If 'yes', please provide further information.</p>
<p>Have you been barred from working with adults in regulated activity?</p> <p>Please note: you must only answer this question if you applying for a position that involves regulated activity with children.</p>	