

APPLICATION FOR EMPLOYMENT

Please write in block letters, using black ink, or type.

Where necessary continue on a separate sheet of paper.

www.ageconcernsabe.org.uk

Registered Charity No. 1079949

Which post are you applying for?

Where did you hear about this vacancy?
(Be specific, e.g. Name of newspaper)

Surname:

Forenames:

Address:

Home no:

Mobile no:

Email:

If we have your permission to contact you at work
please provide your Work no:

PRESENT OR MOST RECENT EMPLOYER

Name and address of employer:

Telephone no:

Post Title:

Brief Description of Duties:

Start Date:

Leave Date:

OR Period of notice required:

Current or Most Recent pay:

Reason for Leaving:

REFERENCES

Please provide details of two referees, one of whom should be your current or most recent employer.

Name:

Job Title:

Company Name:

Address:

Name:

Job Title:

Company Name:

Address:

E-mail :

Telephone No:

E-mail :

Telephone No:

May referees be approached prior to interview?

Yes

No

GENERAL EDUCATION

School / College	Date	Subject	Qualification	Grade
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FURTHER EDUCATION / PROFESSIONAL QUALIFICATIONS

College / University / Educational Establishment	Date	Subject	Qualification	Grade/Class
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EMPLOYMENT HISTORY

Name and Address of Employer	Dates Employed	Position	Salary / Benefits	Reason for Leaving
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Employment History (Cont)

Name and Address of Employer	Dates Employed	Position	Salary / Benefits	Reason for Leaving
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REASONS FOR YOUR APPLICATION

Please state briefly why you are interested in applying for this post.

SUPPLEMENTARY INFORMATION

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions etc., which you believe make you suitable for this post. Please attach additional sheets if necessary.

Please state any ongoing or forthcoming public service or public duties:

Are you, to your knowledge, related to any executive member or employee of Age Concern Slough and Berkshire East? If so, please give details:

Do you have a current UK Driving Licence? **Yes** **No**

If you have penalty points on your licence specify number, date and reason:

Do you have full time use of a car? **Yes** **No**

Do you have the right to work in the UK? **Yes** **No**

If you are offered a position with Age Concern Slough and Berkshire East you will be asked to show documents to prove your right to work in the UK.

Equality & Diversity Monitoring Form

We are committed to the principle of equal opportunity for all our employees and volunteers regardless of their age, race, gender, marital status, sexual orientation, religious belief, ethnic origin, nationality, national origin or disability.

To help us to develop positive policies to promote equal opportunities in Age Concern Slough and Berkshire East for all our volunteers, would you please fill in this monitoring form and return it with your completed application form.

Date of birth		Gender:			
		Male		Female	

Ethnicity - please tick the most appropriate box below to describe your ethnic group or origin.

WHITE		MIXED	
British	1	White & Black Caribbean	4
Irish	2	White & Black African	5
Other	3	White & Asian	6
		Other	7

ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH	
Indian	8	Black Caribbean	12
Pakistani	9	Black African	13
Bangladeshi	10	Other	14
Other	11		

CHINESE OR OTHER ETHNIC GROUP	
Chinese	15
Other	16

Do you consider yourself to have a disability?

Yes No

If you wish to provide any additional details please do so below:

EMPLOYMENT OF EX-OFFENDERS AND REHABILITATION OF OFFENDERS ACT

Have you ever been convicted of a criminal offence? YES / NO

Have you ever received a caution, reprimand or warning? YES / NO

Please note: you must disclose all convictions, cautions, reprimands and warnings including those which are spent.

If you have been convicted of a criminal offence, please enclose details in a sealed envelope, with a stamped self-addressed envelope. This will be returned **unopened** in the event that you are not considered for appointment to the post.

Age Concern Slough and Berkshire East is of the opinion that this role is exempt from the Rehabilitation of Offenders Act and that applicants are required to declare all past criminal convictions. Age Concern Slough and Berkshire East recognizes that it has a duty to vulnerable older people to take account of offences that may have a direct bearing on a candidate's suitability for this post.

All information supplied by candidates will be treated in strict confidence. Where a candidate has a conviction, we reserve the right to ask for further details before reaching a decision on his or her application.

All candidates will be entitled to expect confidentiality for information supplied at the time of the application about past conviction and any unauthorised disclosure of this information, or related discrimination, will be treated as a very serious matter by Age Concern Slough and Berkshire East management.

If you are successful in your application to Age Concern Slough and Berkshire East our offer of appointment will be subject to pre-employment checks. This will include a Standard or Enhanced Criminal Records Bureau Disclosure. A copy of our recruitment of Ex-Offenders Policy is available on request.

Having a criminal record will not necessarily bar you from working with us. Whether or not you are offered employment with ACSABE will depend on the nature of the position and the circumstances and background of your offence.

DECLARATION

The information given in this application is, to the best of my knowledge, complete, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Canvassing will disqualify your application.

Signature of Applicant: _____

Print Name: _____

Date: _____