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# Belvedere Community Centre, Mitchell Close,

# Belvedere, DA17 6AA

# Tel: 020 8300 0883

# www.ageukbexley.org.uk

## APPLICATION FOR EMPLOYMENT

### CONFIDENTIAL

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| --- |
| For office use only |
| Day Centre Driver |
| Location: Throughout the London Borough of Bexley |

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| Equal Opportunities statement |
| Age UK Bexley is committed to treating all job applicants fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process and ensure that the most suitable applicants are appointed in order to maximise the organisation’s efficiency. We recognise the worth of each individual’s experience, expertise and opinion and we hold respect for one another at the heart of our organisation. We aim to embrace diversity internally and through our service delivery. |
|  |
| ***Please complete in black ink and in block capital (Please do not include a CV as shortlisting will be based on application forms only)*** |
|  |
| How did you hear of this post? *(Please state name of publication, if applicable)* |
| Mr/Mrs/Ms/Miss: Surname: |
| First Names: |
| Address: Home Tel:  Postcode: Daytime Tel: |
| Driving: *(Only relevant if driving is a requirement of the post applied for)*  Do you have a full driving licence? Yes  No  [Please tick as appropriate]  Do you have use of a car? Yes  No  [Please tick as appropriate] |
| Eligibility to Work  National Insurance no: Do you require a work permit to work in the UK Yes  No  [Please tick as appropriate] |
| Employment History |
| Present or most recent employment |
| Employer: |
| Nature of business: |
| Job Title: |
| Basic salary: |
| Date employed from: To: |

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| --- |
| Please give details of your present/most recent duties and responsibilities |
|  |

#### Previous Employment [Please list in reverse order]

|  |  |  |
| --- | --- | --- |
| ***Name of employer and nature of business*** | Job title and responsibilities | Date employedFrom To |
|  |  |  |

##### Education, qualifications and training

|  |  |  |
| --- | --- | --- |
| ***Relevant qualifications, examinations passed and training courses undertaken*** | School/College/University/Institute | Year |
|  |  |  |

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| ***Please explain why you are applying for this vacancy and how you feel your transferable skills, relevant experience and achievements make you suitable for the position, answering the person specification point by point.*** |
| Please continue on another sheet if necessary |

|  |  |
| --- | --- |
| ***Please state number of days you have been absent from work due to sickness in the past twelve months and give reasons*** |  |
|  |  |
| If selected, when could you start? ***(Please give period of notice if applicable)*** |  |

REFEREES

|  |  |
| --- | --- |
| ***For the candidates who are shortlisted, references will be taken prior to interview (unless otherwise stated).***  ***Please use your present or most recent employer as your first referee and any other person as a 2nd referee – this must not be a relative or close friend.*** | **1st Referee:**  Name: ………………………………………  Address: ……………………………………  ……………………………………………..  Email: …………………………………….  Telephone No: ……………………………..  Relationship: ………………………………  **2nd Referee:**  Name: ………………………………………  Address: ……………………………………  ……………………………………………..  Email: ……………………………………..  Telephone No: ……………………………..  Relationship: ……………………………… |

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| **Do you have any special requirement at/for the interview? Yes  No**  **[Please tick as appropriate].**  If yes, please specify  …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |

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| I declare that the information provided on this form is correct and includes all relevant information which may affect my suitability for employment with Age UK Bexley and I understand that my engagement and employment are dependent upon this declaration.  In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed for the purposes of my recruitment and employment with Age UK Bexley. I understand this application form will become part of my personal file and that if I am not appointed it will be stored for six months and then destroyed.  Signature: Date: |

Please return this form by email to: [alison.baker@ageukbexley.org.uk](mailto:alison.baker@ageukbexley.org.uk)