

POST OF SHOP SUPERVISOR

Thank you for your request for an application form and further information relating to the above post

This pack contains:

- * Application Form
- * Job Description
- * Person Specification
- * Main Conditions of Service
- * Recruitment Pack
- * Values & Principles
- * Equal Opportunities Statement of Intent

Please note the following information:

1. The closing date is 5pm on Wednesday 9th April 2025.
2. Interview date is 15th April.
3. Shortlisting will take place on 10th April. If you have not heard from us by 11 April, please assume you are not being considered for the post.
4. To conform with our Equal Opportunities policy we will only consider applications made on our standard application form. CV's will not be accepted.

Age UK Blackburn with Darwen

4 King Street

Blackburn

BB2 2DH

t 01254 266620

www.ageukbwd.org.uk

Darwen Office

The Town Hall

Croft Street

Darwen BB3 1BQ

t 01254 773440



@ageukbwd

5. When completing your application form please pay particular attention to the Person Specification, as this is the criteria that will be used for shortlisting. You should demonstrate on your application form how you meet the criteria on the person specification. You should address each point on the person specification explaining what qualities, skills or experience you have in order to demonstrate that you meet the requirements listed.
6. Please ensure you complete and return the equal opportunities monitoring form. This form will be detached upon receipt and will only be used for equal opportunities monitoring purposes.
7. If you are short-listed for interview, and qualifications are required for the role you are applying for, please ensure you bring these with you to interview for the interview panel to see and take copy of.
8. As employment with Age UK Blackburn with Darwen may bring you into contact with vulnerable adults, if you are successful at interview, you will be required to complete a Rehabilitation of Offenders Act form.
9. Under legislation for the Protection of Children and Vulnerable Adults, if your application is successful, you will be asked to agree to a disclosure check being made by the Disclosure & Barring Service about the existence of a criminal record.

A criminal record will not necessarily debar you from employment with our organisation.

10. Please return your completed application form to admin@ageukbwd.org.uk or Age UK Blackburn with Darwen, 4 King Street, Blackburn, BB2 2DH.

Thank you for your interest in Age UK Blackburn with Darwen.