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| Application for the post of |  |

**Personal details**

|  |  |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Address |  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Email address |  |
| National Insurance no. |  |

**Education**

Please provide details of school / colleges attended with examinations passed, grades achieved and professional qualifications obtained.

|  |  |  |
| --- | --- | --- |
| School / College / University | Dates | Examinations / Qualifications |
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| Where did you see the post advertised? Please specify the name. |  |
| When would you be able to commence employment? |  |

**Employment history**

Please start with your present or most recent job. We are equally interested in paid and unpaid work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FromMonth /Year | ToMonth /Year | Employer’s Name and Address | Position Held | Paid /Unpaid | Reason for leaving |
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**Salary details**

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| --- | --- |
| Please indicate your current salary | £ per annum |

**Referees**

Please provide the names, addresses and contact telephone numbers of two persons who would be prepared to give a reference on your behalf. Please tell us in what capacity they know you. Ordinarily, one of these should be your current or most recent employer. If you are short-listed, references will be taken up before interview, *unless you tick the small boxes\* below.*

please print these details in block capitals

|  |  |  |  |
| --- | --- | --- | --- |
| First Referee | \* | Second Referee | \* |
| Name: | Name: |
| Address: | Address: |
| Tel. no. | Tel. no. |
| Email: | Email: |
| In what capacity do they know you? | In what capacity do they know you? |

**Additional information**

Before completing the next section, you are advised to refer to the job advertisement.

**Please present below any additional information that you consider appropriate to support your application.**

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| --- |
|  |

**Interests/hobbies**

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**Other information** (please highlight the appropriate answer)

Do you have a full driving licence? YES / NO

Do you have access to a vehicle during working hours? YES / NO

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

Do you have an enhanced DBS certificate? YES / NO

If YES, please insert the certificate number …………………………………………………..

*This post is exempt from the Rehabilitation of Offenders Act 1974 and applicants are required to declare any relevant past criminal convictions.*

*If you have been convicted of any criminal offence, please enclose details in a sealed envelope, with your name on and marked private and confidential. Please be assured that any information provided will be dealt with in the strictest confidence.*

**Confirmation**

I confirm that to the best of my knowledge, the information given on this form is a true and correct record.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return this form by the advertised closing date via:

* Email to recruitment@ageukbolton.org.uk *or*
* Post to Age UK Bolton, The Square, 53-55 Victoria Square, Bolton BL1 1RZ

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