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**Charity Log ID:**

**APPLICATION FORM**

In accordance with the General Data Protection Regulations you are advised that personal data supplied on this form may be held on an electronic or manual filing system and will be verified by reference.

**PLEASE COMPLETE CLEARLY IN BLACK INK**

**IF YOU NEED TO RECEIVE THIS APPLICATION FORM IN A DIFFERENT FORMAT TO FACILITATE A DISABILITY, PLEASE CONTACT US**

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| **For Office Use Only** | | | |
| **Reference number** |  | **Closing date** |  |
| **Candidate reference number** |  | **Date received** |  |

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| **Your details** | | | |
| **Title** | 🞏 Mr 🞏 Mrs 🞏 Miss 🞏 Ms 🞏 Other ................. | | |
| **Surname** |  | **First name** |  |
| **Address** *(if this is a temporary address, please also give us your usual home address):* | | | |
|  | |  | |
| **Postcode** |  | **Postcode** |  |
| **Telephone number** |  | **Mobile phone** |  |
| **Email address** |  | **Work contact number**  *If convenient* |  |
| **National insurance number**  *Written confirmation will be required prior to appointment* | |  | |
| **Please state where you saw the advertisement for this post** | |  | |

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| **REFERENCES** | | | |
| Please provide the full name, designation and address for TWO referees; appointment to the post you are applying for is subject to satisfactory references | | | |
| **FIRST REFEREE**  Your first referee **SHOULD** be your present or most recent employer (if you are a recent school leaver, this should be the Head Teacher of your last school) | | **SECOND REFEREE**  Your second referee **SHOULD** also be from your last employer if you have changed jobs within the last 12 months | |
| *Can be requested prior to interview*  YES 🞏 NO 🞏 | | *Can be requested prior to interview*  YES 🞏 NO 🞏 | |
| **Full name** |  | **Full name** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Email address** |  | **Email address** |  |
| **Contact number** |  | **Contact number** |  |

**Pages 1&2 will be detached from main application form during shortlisting**

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| **For Office Use Only** | | | |
| **Reference number** |  | **Candidate reference number** |  |

**You may submit continuation sheets with your application form if required for any of the following sections**

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| **Secondary Education**  *Appointment will only be confirmed subject to receipt of official certificates identified below* | | | | |
| **School** | | **Qualifications** | **Subject** | **Grade** |
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| **Further/Higher Education** *(including apprenticeships etc)*  *Appointment will only be confirmed subject to receipt of official certificates identified below* | | | | |
| **School/College/University** | | **Qualifications** | **Subject** | **Grade** |
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| **Technical or Professional Membership/Qualification** | | | | |
| **Institute** | **Grade/Membership** | | | **Year of election** |
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| **Current employment details** | | | | |
| If you are currently unemployed please give your most recent post with your finish date and reasons for leaving | | | | |
| **Present/most recent post job title** | |  | | |
| **Employer name and address** | **Employer business** | **Employed from** | **Employed to** | **Salary and grade** |
|  |  |  |  |  |
| **Duties and responsibilities** |  | | | |
| **Reason for leaving** |  | | | |
| **Period of notice required**  (or termination date) |  | | | |
| **Do you have any other additional employment which you intend to continue if appointed to this post?** | 🞏 YES 🞏 NO  If **YES,** please detail the nature of the work and the hours | | | |

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| **Full employment history** | | | | |
| Please provide full details of all previous posts you have held, including any periods of unemployment, starting with the most recent first | | | | |
| **Employer name and address** | **Position and salary** | **Start date** | **End date** | **Reason for leaving** |
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| **Your knowledge, skills and experience**  Please refer to the person specification supplied |
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| **Driving** | |
| **Do you possess a full and current driving licence?** | 🞏 YES 🞏 NO  If **NO,** please give details |
| **Do you have daily use of a car?** | 🞏 YES 🞏 NO |

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| **Applicant Declaration** | | | |
| **I declare that the information on my application form is true in all respects and that any false information supplied may render me liable for dismissal if I am appointed** | | | |
| **Applicant signature** |  | **Date** |  |

The information you have provided will be held by Age Concern Durham County (trading as Age UK County Durham) on computerised and/or manual files in accordance with the organisation’s retention schedule. Age UK County Durham is a registered Data Controller in accordance with UK GDPR and the Data Protection Act 2018.

You have a right to correct the information we hold about you or to have it removed. To obtain a copy of the information we hold about you, please apply in writing to the Chief Executive Officer, Age UK County Durham, Houghton House, Belmont Business Park, Durham, DH1 1TW.

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**This page will be detached from the main application form during shortlisting**

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| **Criminal Convictions** | |
| **This post may require a Basic or Enhanced Disclosure and Barring Service check.**  Therefore, you are required to provide details of all convictions, cautions, reprimands and final warnings other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared.  Enclose details in a sealed envelope marked **'For the attention of the Chief Executive Officer, in strict confidence - only to be opened by the addressee’** | |
| **Have you any details to declare?** | 🞏 YES 🞏 NO |
| **If YES, have you enclosed the details as instructed?** | 🞏 YES 🞏 NO  **Independent Safeguarding Authority registration number (if you have been issued with one):**  …………………………………………………………………………………… |