

## Employment Application Form

Please complete clearly in black ink or typed, continuing on separate sheets where necessary.

CVs will not be accepted

Post applied for:	How did you hear about this vacancy?
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### PERSONAL DETAILS

Full name:	
Address:	Contact telephone numbers:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

### REFERENCES

Please give details of two referees who can comment on your skills and abilities in relation to the post you are applying for.

Name:		
Address:		
Tel:		
Email:		
Relationship:		
How long have they known you?		
I agree to this reference being taken up before an offer of employment being made:	Yes	No

Name:		
Address:		
Tel:		
Email:		
Relationship:		
How long have they known you?		
I agree to this reference being taken up before an offer of employment being made:	Yes	No

## EMPLOYMENT HISTORY

### Current or most recent:

Name of Employer:	
Address:	
Position held:	Salary:
Dates from / to:	
Key responsibilities:	
Reason for leaving:	
Period of notice required:	

If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

### Previous:

Name of Employer:	
Address:	
Position held:	Salary:
Dates from / to:	
Key responsibilities:	
Reason for leaving:	

Name of Employer:	
Address:	
Position held:	Salary:
Dates from / to:	
Key responsibilities:	
Reason for leaving:	

Name of Employer:	
Address:	
Position held:	Salary:
Dates from / to:	
Key responsibilities:	
Reason for leaving:	

Name of Employer:	
Address:	
Position held:	Salary:
Dates from / to:	
Key responsibilities:	
Reason for leaving:	
Name of Line Manager (for provision of reference)	

Please provide information regarding any gaps in your employment history:

## EDUCATION

Name of school, college, university	Qualification <i>e.g. GCSE, A-Level, NVQ, Degree</i>	Grade

We reserve the right to contact employers or educational establishments to verify details given.

## TRAINING AND DEVELOPMENT

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

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### Current Membership of any Professional Body/Organisation

Name of professional body/organisation	Grade of membership

## SUPPORTING STATEMENT

Please read the job description and person specification and use examples, drawing on your relevant experiences (paid employment, voluntary work, family experiences and leisure activities), to demonstrate how your knowledge, skills and experience meet each of the requirements of the person specification. Please continue on a separate sheet if necessary.

## ADDITIONAL INFORMATION

Are you aware of anything which could affect your ability to carry out the intrinsic duties specified in the job description supplied within the application pack?

## CONVICTIONS

Due to the nature of the work for which you are applying, we ask everyone to disclose all convictions, including those that are spent. Work as an employee for Age UK Devon is covered by the Rehabilitation of Offenders Act 1974. The information you give us will be held in strict confidence. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check.

Have you ever been convicted of a criminal offence?      Yes      No

If yes, please enclose details in a sealed stamped addresses envelope. This will be returned to you unopened in the event you are not short-listed for interview. If shortlisted, any details will be discussed with you at interview. Past criminal proceedings are not necessarily an obstacle to taking up a post.

## DECLARATION

Statement to be Signed by the Applicant

I agree that Age UK Devon can hold my personal details in accordance with General Data Protection Regulations.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

**Signed:**

**Date:**