

## Application for Employment with Age UK Isle of Wight

**Registered Address:** 147 High Street, Newport, Isle of Wight PO30 1TY

**Telephone:** 01983 525282

**Email:** [recruitment@ageukiw.org.uk](mailto:recruitment@ageukiw.org.uk)

**AGE UK IW is an equal opportunities employer and welcomes applications from all applicants who meet the essential criteria of the job vacancy.**

### Important Information:

- Please answer all questions and complete clearly in black type.
- Your completed Application Form is to be received on or before the closing date and should be emailed to: [recruitment@ageukiw.org.uk](mailto:recruitment@ageukiw.org.uk)
- Offers of employment are subject to receipt of satisfactory references, your proof of “right to work in the UK”, and if appropriate for the position, a satisfactory Disclosure & Barring Service check
- If offered employment, you will be required to complete a Medical Questionnaire and may need to provide copies of your Driving Licence, Vehicle Insurance showing business use and MOT Certificate if appropriate to your job role.

### 1. Vacancy Information

Which position are you applying for?	
How did you hear of this opportunity?	

### 2. Personal Information

Title	
First Name/s	
Preferred Name	
Surname	
Address (including Postcode)	
Contact telephone number	
Email	

<b>3. Eligibility to Work in the UK</b> Under the Immigration, Asylum and Nationality Act 2006, we can only offer you a position if you have the right to live and work in the United Kingdom. If appointed, you will be required to show proof of your Right to Live and Work in the UK. <a href="#">Right to work checklist - GOV.UK (www.gov.uk)</a> .	
Are you legally entitled to live and work in the United Kingdom and able to produce supporting documentation?	Yes / No (delete as appropriate)

<b>4. Car Driver Status/Ability to Travel Independently</b> Not applicable to all roles, but where staff are required to use a car as part of their role, they are annually required to provide copies of driving licence, MOT certificate, and vehicle insurance showing business use and advise of any endorsements	
Do you have a full, current, clean driving licence?	Yes / No (delete as appropriate)
Are you a car owner with daily access to a car?  <b>OR</b> Able to travel independently to locations around the island daily?	Yes / No (delete / give details, as appropriate)

<b>5. Previous Employment With Age UK Isle Of Wight</b>	
Are you currently employed by or have you previously worked for Age UK IW?	Yes / No (delete as appropriate) If Yes, please give brief details:
Have you applied for employment with Age UK IW before?	Yes / No (delete as appropriate) If Yes, please give brief details:

<b>6. Present / Most Recent Employer</b> (this may include voluntary roles)	
Employer	
Address	
Telephone / Email	

Position held	
Brief description of duties	
Dates of employment	
Reason for leaving	
Current / leaving salary	
Notice period	

**7. Previous Employment** (in chronological order starting with most recent. Include any gaps in employment and reasons for them.)

Dates	Employer	Post Held & Brief Description of Duties

<b>8. Educational Background</b> (in chronological order, starting with most recent)		
<b>Date</b>	<b>Education Provider</b>	<b>Qualification/Result</b>
<b>Other relevant training</b> (last 5 years) / any current professional memberships		
<b>Date</b>	<b>Training Provider</b>	<b>Level</b>

<b>9. Disclosure &amp; Barring Service and Rehabilitation of Offenders Act</b>	
<p>For positions covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended (the “Exceptions Order”), applicants will undergo a DBS check as part of the pre-employment screening. Please be aware if the role requires an Enhanced DBS check, spent and unspent convictions, warnings, reprimands or cautions for criminal offences will be disclosed, subject to filtering.</p>	
Do you have any criminal records to declare at this stage?	Yes / No (delete as appropriate)
Are there any current criminal proceedings against you?	Yes / No (delete as appropriate)
Have you lived outside the UK for over 6 consecutive months in the last 5 years?	Yes / No (delete as appropriate)
<p>If the position you are applying for requires a DBS check, you may need to obtain a criminal records check from that country. More information is available on the DBS website <a href="http://www.gov.uk">Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)</a></p>	

<b>10. Referee Details</b>
<p>Please provide details of 2 referees (one of whom should be your most recent employer). References will only be requested following acceptance of job offers.</p>



### Data Protection and Consent

Information from this application will be processed for purposes registered by Age UK IW under the Data Protection Act 1998 and will be deleted in accordance with Age UK Isle of Wight's record retention procedures. Individuals have, on written request, the right of access to personal data held about them.

I hereby provide consent to Age UK IW to process and store the personal data supplied in this application form for purposes of recruitment. I undertake to notify Age UK IW immediately of any changes to the above details.

### Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false declarations may lead to the withdrawal of a role offer or termination of employment or agreement without notice.

Please note that if we have not contacted you within three weeks of the closing date, you will not have been shortlisted on this occasion. Invitations to interview will be sent to the contact email address you have provided on this application form, do remember to check your junk mail folder.

Type name	
Signature (or insert electronic signature)	
Date	