

Bradbury Centre, Stockton Road, Sunderland. SR2 7AQ Tel: 0191 5141131 Fax: 0191 5640378

Email: enquiries@ageuksunderland.org.uk
Website: www.ageuksunderland.org.uk

APPLICATION FOR EMPLOYMENT

Please complete in block letters, using black ink, or type. Where necessary continue answers on a separate sheet of paper.

1. Details of Post For which post are you applying? Demer	ntia Support Worker (Casual)
How did you learn about this vacancy?	
2. Personal Details	
First Names	Address
Last Name	
	Post Code
National Insurance No.	Tel. No. (Home) including area code
Mobile No.	Email
Tel No. (Work) including area code	May we telephone you at work? Yes □ No □
In order to comply with the Asylum & documentary evidence of authorisation to wo	Immigration Act 1996 we require appropriate ork, e.g. National Insurance No.
You will also be required to produce a British	n/EU passport.
Do you require a work permit to work in the U	UK Yes □ No □
If YES, please give details	
3. Declaration	
I understand that the information given or that any deception could result in instant	this form is true and correct, and understand
Signed	Date
	_ '
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4. Disability				
What do we mean by disability? The Equality Acor mental impairment which has a substantial and ability to carry out normal day-to-day activities". An likely to last, more than 12 months.	long-term	advers	e effect on	a person's
If you consider yourself to have a disability as defined any adjustments to or assistance with the interview pelow and we will try to make the necessary arrange	process, p ments	lease de	etail your re	equirements
5. Car Owner				
Do you have a current full, clean driving licence? Do you own/have access to a car for work? Do you have D1 category on your driving licence?	Yes Yes Yes		No No No	
Number of years licence held				
6. Criminal Convictions and Cautions Due to working with vulnerable adults all posts are so checks. A caution or conviction does not necessal employment. Each case is considered on its respectively. Each case is considered on its respectively. This means to details of cautions or convictions (including those conviction is "protected". "protected cautions" and "Interpretation of Offenders Act 1974 (Exception and are not subject to disclosure to employers, and on the filtering of these cautions and convictions can Service website.	rily mean nerits. That applic considere protected s) Order 1 cannot be	you will his pos ants are d spent) conviction 1975 (An e taken i	not be cont is exempt not entitled not entitled unless the ons" are demended not account	nsidered for ot from the of to withhold of caution or ofined in the Order 2013 t. Guidance
Other than a "protected caution" or "protected conviction or awaiting prosection or awaitin		e you ev	er been co	nvicted of a
If YES, details will be required from you in strict conf not necessarily debar you from employment within A		•		and they will

7. Employment History	
Please give details of your present/most recen	t employer.
Job Title	Employment Status
Salary	Full time □ Part time □
Galary	
Employer's Name	If part time, state number of hours worked.
Date appointed	Employers Address

Date of leaving	
Reason for leaving	
3	
Period of notice required by current employer	Post Code
Brief description of main duties and responsibil	ities

7. Employment H	istory cont.				
Name and	Dates from	Position held and	Reason for	Full/	Pay/
address of	and to	outline of	leaving	Part-time	benefits
employer		responsibility			

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8. Referees						
Please give names recent employer.	and addresse	es of two refer	ees. One	should be you	ır present oı	r most
Reference 1 – shou	ıld be current/	last	Referenc	e 2		

Please give names and addresses of two referencent employer.	rees. One should be your present or most
Reference 1 – should be current/last employer	Reference 2
Name	Name
Position Held	Position Held
Organisation	Organisation
Address	Address
Postcode	Postcode
Tel. No	Tel. No
Email	Email
Capacity in which you know referee	Capacity in which you know referee
Please tick the box if you do not wish referees to be contacted unless you are offered the post.	Please tick the box if you do not wish referees to be contacted unless you are offered the post.

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9. Secondary & Furt	her Education	n		
Name and address of	Dates from	Subjects taken	Grade (GCSE,	Level
schools/colleges	and to		A-Level or	Attained
			equivalent	

10. Higher Education	& Profession	al Qualifications	
*Please state whether	attained/expe	cted	
Name & address of	Dates from	Qualifications	Class attained/
University/college	and to		expected*

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11. I raining & Experie	ence	
Please include any trai	ining courses/voluntary work and n	on-paid work.
*Please state whether	attained/expected.	
Dates from and to	Description of course/work	Qualification*
		(if applicable)

12. Experience & Skills

This is an opportunity to draw attention to your experience, skills and aspects or your career, study, training, interests and ambitions which meet the requirements of the post as described in the Person Specification. Please continue on separate sheet if necessary.

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13. Reason for Applying Please state briefly why you are interested in applying for the post.
14. Additional Information
Please list any other information relevant to your application not covered elsewhere on the
form, e.g. public service/duties.
About your data
Your privacy is important to Age UK Sunderland. Age UK Sunderland is the Data Controller for all personal data you provide in a job application or otherwise across the recruitment process. Our lawful basis for processing your personal data in this way is the legitimate interest of Age UK Sunderland's staff recruitment. All personal data you submit to Age UK Sunderland is collated and processed for recruitment purposes only. This applies to the completed Application Form and the completed Equal Opportunities Monitoring Form.
Only authorised employees of Age UK Sunderland have access to submitted job applications and Age UK Sunderland will never supply any personal data it holds for this purpose to any third party. Age UK Sunderland does not store or transfer your personal data outside of the UK.
The personal data you provide will be used to assess your application for employment with Age UK Sunderland. Should your application be successful, the information collected will become part of your employment record.
f your application is unsuccessful, your application form and other any other personal data acquired over the recruitment process will be shredded or otherwise destroyed securely within one month of the completion of the recruitment process. The Equal Opportunities Monitoring Form is anonymous and will be detached and kept for one year in order to assist us with our recruitment and selection processes.
As a data subject you have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain winds of processing of your personal data; to the portability of your personal data and to complain to the UK's data protection supervisory the substitution of the total processing of your personal data. As a data subject you are not obliged to share your personal data with Age UK Sunderland. If you choose not to share your personal data with us we may not be able to progress your application.
For more information please go to <u>www.ageuksunderland.org.uk/privacy</u>

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EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, ethnicity or nationality, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

POST APPLIED FOR	<u>R:</u>	Dementia Sup	sual)			
GENDER						
Male 🗆	Female		Other □ Please specify		Prefer n	ot to say \square
GENDER IDENTITY						
Does your gender ide prefer not to say	entity mat	tch your sex reg	gistered at birth?	Yes	No	

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ETHNIC GRO	UP										
British/		Irish			Other White		Other Asian				
English, Scott	ish or weis				background			background			
White and		White and			White and			Prefer			
Black Caribbe Indian	ean		ack African			Asian	doobi		not to say		
indian		Pa	kistani			Bangla	idesni	Ш			
Caribbean		Afı	rican			Other I backgr					
Chinese			her			Other I	Mixed				
		eth	nic group			backgr	ound				
ACE											
AGE 16-19 □	20-24	П	25-29	П	30-34	П	35-39		40-44	45-49	П
	2021		20 20		00 0 1		00 00			10 10	
50.54 =	55.50		00.04		05.0		011		D 1 -		
50-54	55-59		60-64		65 & 0	over 🗆	Other please sp		Do not [wish to		
							prodec op	-	disclose age	Э	
SEXUAL ORI	ENTATION	1									
Heterosexual	□ Hor	nos	exual 🗆	Bis	exual		Other	·•	Prefer no	ot to say \square	
							please spe	ecity			
RELIGION O	R BELIEF				•						
Agnostic	Atheist		Bahai		Buddh	nist 🗆	Christian	□ Hi	ndu 🗆	Jewish	
Muslim	Not		Other		Pagar	1 🗌	Sikh	□ D	o not 🗆		
	Religious		Please						sh to		
			specify						sclose my ligious		
									eliefs		
DISABILITY											
The Equality											
and long-term is long-term if								day-to	-day activitie	es". An em	ect
.0 .0/19 .0/1/1/1	Had ladio	, U	. IS IIIOIY II	. 143	.,						
Do you consid	der that you	l hav	ve a disabil	lity u	nder th	e Equal	ity Act (plea	ase tick)?		
Yes						No					
						1				11	
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						Worker 2025	Casual – Ja	anuary			

Used to have a disability but now recovered	Don't know	
Prefer not to say		

How did you find out about this post? Please state the source of any advertisement.