

## Application for Employment Age UK Wyvern

Please note:

- a. Please complete clearly in **black ink** or **type**
- b. Please ensure that you address all points on the person specification and show how you meet them
- c. Once complete, please return this form to: [karen.hepton@ageukwyvern.org](mailto:karen.hepton@ageukwyvern.org)

**Please note by completing and submitting this information you are agreeing to Age UK Wyvern controlling and processing your personal data for the purposes of recruitment. Should you not be selected for interview your application form will be destroyed once the recruitment process for the job you applied for has been completed.**

Which post are you applying for? .....

### Personal information

Last Name ..... First name .....

Home address

.....  
.....  
.....

Email address .....

Tel: Home ..... Work .....

Mobile .....

**Work Experience – Present or Most Recent Paid Work**

Name and address of employer

.....  
.....  
.....

Date of Employment: From ..... to .....

If applicable, what notice are you required to give? .....

Present Position .....

Salary .....

Description of duties:

**Previous Work Experience**

Please list your employers in date order, starting with your current or most recent employer and ending with your first employer. Please include part time and unpaid work. Continue on a separate sheet if necessary.

**Education and Training**

Please list the qualifications that you have obtained in secondary school, further education and professional and technical institutes. Also list any relevant non-qualification courses that you have attended.

**Experience and Skills**

Please state how your experience and skills, gained both inside and outside paid work, or through study and training, meet the requirements for the post described in the post.

**Further information**

Is there any further information relevant to your application for this post which has not been covered elsewhere on the form e.g. Public Duties?

**Health**

Do you have any health issues or disability which may affect your ability to work, or which requires reasonable adjustments in the workplace? If yes, please explain how this may affect your ability to work and/or any reasonable adjustments required.

## Criminal Convictions

### Rehabilitation of Offenders Act 1974

Have you been convicted in a Court of Law and/or cautioned YES NO  
in respect of any offense?

If you have answered **NO** to the above question, the Rehabilitation of Offenders Act **does not apply**. Please move onto page 8.

If you have answered **YES**, to the above question, the Rehabilitation of Offenders Act **applies**. Please complete the **Convictions Disclosure** section at the bottom of this page.

#### **Act applies**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Gov.UK website. Please note any criminal convictions except those 'spent', or otherwise 'protected' under the Rehabilitation of Offenders Act 1974.

#### **Act does not apply**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you will be required to submit a DBS check should you be offered a position with the Organisation. Any disclosure made by the DBS will remain strictly confidential.

---

#### **Convictions Disclosure**

Please provide as much information as you can in relation to any conviction and/or caution you received in a Court of Law.

**Right to Work in the UK**

We will ask you for relevant documentation should you be shortlisted for interview.

Do you need a work permit to work in the UK?    Yes                  No

**References**

Please give the names and addresses of two referees, indicating in what capacity you know them. One of these should be your present or most recent employer. Please indicate if you do / do not wish referees to be contacted prior to your interview -    Yes                  No

**Name Referee 1**

Address .....

Tel No: Home .....    Work .....

Email address:.....

In what capacity is the referee known to you? .....

**Name Referee 2**

Address .....

Tel No: Home .....    Work .....

Email address:.....

In what capacity is the referee known to you? .....

**I understand that any offer of employment will be subject to the Organisation being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK and criminal convictions.**

**Data Protection Notice:** All of the information collected in this form is necessary and relevant to the performance of the job you are applying for. The Organisation will treat all personal information with the utmost confidentiality and all data will be processed in line with our data protection policy in accordance with data protection legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

Signature of Applicant .....

Date .....