**AGE UK BOLTON – APPLICATION FORM**

APPLICATION FOR THE POST OF:

**PERSONAL DETAILS**

Surname:

First Names:

Address:

Home Telephone No: Mobile:

Email address:

**EDUCATION**

Give details of school/colleges attended with examinations passed, grades obtained and professional qualifications obtained.

|  |  |  |
| --- | --- | --- |
| School/College/University | Dates | Examinations/Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Where did you see the post advertised?

When would you be available to commence employment?

**EMPLOYMENT HISTORY**

Please start with your present or most recent job. We are equally interested in paid and unpaid work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FromMonth/Year | ToMonth/Year | Employer’s Name and Address | Position Held | Paid/Unpaid | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

SALARY DETAILS: Please indicate your current salary: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a.

**REFEREES**

Please provide the names, addresses and contact telephone numbers of two persons who would be prepared to give a reference on your behalf. Please tell us in what capacity they know you. Ordinarily, one of these should be your current or most recent employer. If you are short-listed, references will be taken up before interview unless you tick the small boxes below.

**PLEASE PRINT THESE DETAILS IN BLOCK CAPITALS**

|  |  |  |  |
| --- | --- | --- | --- |
| First Referee: |  | Second Referee: |  |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Tel. No. | Tel. No. |
| Email: | Email: |
| In what capacity do they know you? | In what capacity do they know you? |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

(Before completing the next section, you are advised to refer to the job advertisement.)

**PLEASE PRESENT BELOW ANY ADDITIONAL INFORMATION THAT YOU CONSIDER APPROPRIATE TO SUPPORT YOUR APPLICATION.**

(Please continue on separate sheet attached, if necessary.)

|  |
| --- |
|  |

**CONTINUATION**

|  |
| --- |
|  |

**INTERESTS/HOBBIES**

|  |
| --- |
|  |

**OTHER INFORMATION (Please highlight the appropriate answer)**

Do you have a full driving licence? YES/NO

Do you have access to a vehicle during working hours? YES/NO

Have you ever been convicted of a criminal offence? YES/NO

*This post is exempt from the Rehabilitation of Offenders Act 1974 and applicants are required to declare any relevant past criminal convictions.*

*If you have been convicted of any criminal offence, please enclose details in a sealed envelope, with your name on and marked private and confidential. Please be assured that any information provided will be dealt with in the strictest confidence.*

**CONFIRMATION**

I confirm that to the best of my knowledge, the information given on this form is a true and correct record.

Signed:

Date:

Please return this form by the advertised closing date to Suzanne Hilton, Chief Executive by email or post to: postmaster@ageukbolton.org.uk Age UK Bolton, The Square, 53-55 Victoria Square, Bolton BL1 1RZ

**CONFIDENTIAL**

**AGE UK BOLTON**

**EQUALITIES MONITORING**

AGE UK BOLTON is committed to achieving fairness and equality with regard to all services and activities. The following information will help us to ensure that our policies do not discriminate. Please help us by ticking the appropriate box.

My Gender: 🞏 Male 🞏 Female 🞏 Transgender

My Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Racial Origin: 🞏 Indian 🞏 Pakistani 🞏 Bangladeshi

 🞏 Black African 🞏 Black Caribbean 🞏 Black Other

 🞏 Irish 🞏 White 🞏 Other

My Disability Status: 🞏 I am not a disabled person

 🞏 I consider myself a disabled person

Please be assured that the information you give us will be treated confidentially and will only be used to help us to monitor the effectiveness of our Equal Opportunities Policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_