145 Meadowcroft
Aylesbury, Bucks, HP19 9HH
Tel: 01296 431911 / Fax: 01296 330783
Email: age@ageukbucks.org.uk

APPLICATION FORM

You can fill in this form electronically. Click on a grey box to turn it blue, then type, or use F11 key. Please save the document and either email it to us or print it out and post it. Please refer to the Guidance notes when completing each section. Where necessary continue your answers on a separate sheet, which may be typed. **Please note that CVs are not acceptable and will be discounted.**

For which post are you applying?

How did you learn of this vacancy?

National insurance number:

1.

2.

Surname: Forenames:

Address:

Postcode:

Home tel: work tel:

mobile tel: email:

3. EMPLOYMENT HISTORY

Current/Most recent employer	From/To	Job title/Brief description of duties

Notice required: Present rate of pay:

Previous employers **Reason for leaving:**

4. EDUCATION

General education	Level	Grade

Further education	Qualification	Grade/Class

5. PRACTICAL TRAINING/PERSONAL DEVELOPMENT

Organisation	Qualifications gained

6. Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation. Are you legally entitled to live and work in the United Kingdom and able to produce documentation?

Yes ☐ No ☐

You are advised that we check documents thoroughly and cooperate fully with the Border and Immigration Agency to prevent illegal working. We reserve the right to check with the Border and Immigration Agency applicant's documents.

7. **ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

8. **WHY DO YOU WANT THIS JOB?**

9. REFERENCES

1.	Present employer	2.	Employer/Personal
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel no:		Tel no:	
email:		email:	

10. DRIVING: see person specification – only complete if relevant to present application.

Do you hold a current full driving licence? Yes ☐ No ☐

Do you have access to personal transport? Yes ☐ No ☐

If driving is a requirement of the job, please give details of any endorsements:

11. Disclosure & Barring Service

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (as amended in 2013)*?

* For definition see the guidance notes received with this application form.

12. Disability Discrimination (Equalities Act 2010)

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage? Yes ☐ No ☐

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

13. Signature

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment without notice. Please note that all information received will be processed under the terms of the Data Protection Act 1998.

Signed: Date: