|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  | |
| **Return completed form to:** | HR@ageing-better.org.uk | |
| **Candidate Number (Administrator use only)** | |  |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent post:** | | | |
|  | | | |
| **Employer Name & Address:** | | **Employment dates:** | |
|  | |  | |
| **Major duties and responsibilities:** | | | |
|  | | | |
| **Previous posts (please start with the most recent):** | | | |
| **Job title:** | **Employer:** | **Dates (from-to):** | **Brief outline of duties** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education/training**

|  |  |
| --- | --- |
| **Secondary education:** | **Qualifications/grade:** |
|  |  |
| **Further/higher education:** | **Qualifications/grade:** |
|  |  |
| **Other relevant training, professional qualifications or work-related skills (for example languages, shorthand, etc):** | |
|  | |
| **Other skills and work-related experience relevant to the post you are applying for** | |
|  | |

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| --- |
| **Supporting information**  Please give evidence against the requirements set out in the person specification of how your skills and experience in employment or elsewhere are applicable to this post and also why you are applying. (Please continue on separate sheets if necessary) |

|  |  |  |
| --- | --- | --- |
| **Have you ever been convicted of any offence which is not considered spent under the provisions of the Rehabilitation of Offenders Act 1974?** | Yes | No |
| If yes, please provide details of your conviction. | | |

|  |  |  |
| --- | --- | --- |
| **Other details** | | |
| Are there any restrictions on your right to work in the UK? | Yes | No |
| If yes, please state restrictions and the expiry date of any permissions. | | |
|  | | |
| Where did you see the advertisement for this post? | | |
|  | | |

|  |
| --- |
| I hereby consent to Centre for Ageing Better collecting, storing and processing my data in accordance with our privacy policy (<https://www.ageing-better.org.uk/privacy-policy>)  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Applicant’s signature  …………………………………………………………  Date:………………………………………………..  Note: Any false, incomplete or misleading statements may lead to dismissal. |
|  |

**Personal details (Separate Detachable Sheet)**

|  |  |
| --- | --- |
| **Candidate Number (Administrator use only)** |  |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |
| **Email:** |  |
| **Reasonable Adjustments** |  |
| **Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?** | Yes/No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: |  |

**References**

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. Please state your current or most recent employer first.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Job Title:** | **Job Title:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's Signature:……………………………………………………………………..

Date:………………………………………………………………………………………..

##### Note: Any false, incomplete or misleading statements may lead to dismissal.