



Application Form Part A (Personal Information)

Please DO NOT include a CV. ONLY Application Forms will be considered when short-listing. Please type or use a black pen. Thank you

Post Applied For _____

Location _____
Where did you see this post advertised? _____

Personal Details

Forename(s) _____ Surname _____

Address _____
(including postcode) _____

Telephone No. _____

Mobile No. _____

Email. _____

Asylum and Immigration Act 1995

Do you have EEC Nationality? Yes No

Do you require a visa/work permit to work in the UK
Yes No

If you answered YES to the previous question please provide details of your work permit/visa in the space below

If you are offered employment then you will be required to provide evidence that you are entitled to work in the United Kingdom

Relationships With Current Staff/Trustees

Have you previously been employed by/volunteered with or sought employment with Age Concern Oxfordshire, City & County?

Yes

No

If "Yes" please give details

Are you related to any current Staff Member, Volunteer or Trustee of Age Concern Oxfordshire, City & County?

Yes

No

If "Yes" please give details

References

Please provide the details of THREE referees to whom confidential enquiries may be made regarding your application. One referee must be your current or last employer. If you are at school, college or university or have recently left please give the name of your teacher or lecturer. ***Referees must not be members of your family or spouse/partner.***

Name:	Name:	Name:
Address:	Address:	Address:
Tel No:	Tel No:	Tel No:
E mail:	E mail:	E mail:
Relationship:	Relationship:	Relationship:

May we approach this person prior to interview/offer?

Yes

No

Yes

No

Yes

No

Application Form Part B (Application Information)

Please DO NOT include a CV. ONLY Application Forms will be considered when short-listing.

EDUCATION /QUALIFICATONS/ TRAINING

Please provide details of your education history (including any relevant training courses attended)

Dates (From/To)	School /College / University	Qualifications With Grades/ Courses attended

Note: You will be required to provide evidence of relevant qualifications held. Failure to provide evidence may result in your employment being terminated.

Skills, Abilities, Knowledge and Experience

Do you hold a full current UK Driving Licence-if relevant to this position

Yes

No

Do you have access to a car?

Yes

No

Do you have any penalty points on your Driving Licence?

Yes

No

If Yes please give details

Current or Most Recent Employment
Name of Employer:
Address:
Current/Most Recent Job Title:
Current/Final Salary and Benefits:
Dates of Employment (To/From):
Brief Description of Duties and Responsibilities/ Key Achievements:
Reason for Leaving:
Notice Period Required:
Number of absences due to sickness over the last 24 months:
Do you have any outstanding disciplinary issues with you current employer (either pending or on file)? If yes please give details:

Previous Employment

Please complete each column and explain any breaks in employment. Start with your most recent previous employment and list in descending date order.

Dates (to/from) Month/Year	Employer (Name and Address)	Position Held and main duties	Reason for Leaving

Skills, Abilities, Knowledge and Experience

Describe how you consider your skills, abilities, knowledge and experience are relevant to this position and describe those factors, which make you a particularly suitable candidate (as described in the Person Specification), including voluntary work and other experience gained outside of work.
Please continue on a separate sheet if necessary (no more than 2 additional sides of A4)

Disability Discrimination Act 1995

We welcome applications from people with disabilities.

The Disability Discrimination Act defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”

Do you consider yourself to have a disability that falls within this definition?

Yes

No

Is there anything about your disability, which is relevant to this job?

Yes

No

Would the provision of any aids or adaptations assist you in carrying out the duties of this job?

Yes

No

If yes please give details:

Is there anything we need to know about your disability in order to provide you with any help you may need for the interview (e.g. accessible interview room)?

Yes

No

If Yes please give details:

Declaration

I declare the information set out in this Application Form is to the best of my knowledge true in all respects and I understand that canvassing any Trustee or Employee of Age Concern Oxfordshire, or giving false information or omitting to give relevant information may render me liable for dismissal if appointed

Signed _____

Date _____

Age Concern Oxfordshire, City & County is a Registered (Charity No: 1091529) and a Company Limited by Guarantee (Company No: 4328143). Age Concern Oxfordshire Trading Ltd (Company No: 5929408) is a wholly owned trading subsidiary of Age Concern Oxfordshire

Age Concern Oxfordshire welcomes diversity in our workforce.

**Application Form Part C
(Equal Opportunities Monitoring)**

NAME: _____

POST APPLIED FOR: _____

EQUAL OPPORTUNITIES MONITORING

Age Concern Oxfordshire operates a policy of Equal Opportunity and fair treatment for employment and development. To assist us in this policy, and for this reason only, applicants are asked to give details of their age, gender, sexuality, religion, ethnic origin and any disability. Your answers to these questions will help Age Concern Oxfordshire keep fair selection for all.

This part of the application form will not be considered as part of the recruitment process.

Gender

Male

Female

Age

Under 25

25-34

35-44

45-54

55+

Disability

The Disability Discrimination Act defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability that falls within this definition?

Yes

No

If yes, please give details:

Ethnic Origin

Please tick the box that best describes your ethnic origin

White Includes British, Irish and all other white background groups

Mixed Includes White and Black Caribbean, White and Black African, White and Asian and all other mixed background

Asian Includes Pakistani, Bangladeshi, Indian and other Asian background

Black Includes Caribbean, African and all other black background Groups

Other Includes Chinese

Please specify:

It would also be helpful to our monitoring if you would disclose the following information about yourself

Sexual Orientation

How would you describe your sexuality?

Homosexual

Heterosexual

Lesbian

Bi-Sexual

Religion

How would you describe your religion?

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

None

Carers (this question is recommended by the Equal Opportunities Commission and will help us review our flexible working policies)

Is there anyone who relies on you for day-to-day care and attention?

Yes

No

If the answer is Yes, are they:

a) Children

Aged 0 - 5

Aged 6 - 11

Aged 12 -18

b) A family member/ partner (please specify)

Return Instructions

Please return all sections of this form to:

**Mary Daniel, Chief Executive,
Age Concern Oxfordshire, St Edmund House, 39, West St Helen Street,
Abingdon, Oxon.
OX14 5BW**

Please mark the envelope "Private and Confidential" and ensure that you place the Equal Opportunities Monitoring Information (Part C) and the Rehabilitation of Offenders declaration (Part D), if required, in a separate, sealed envelope (marked "PRIVATE AND CONFIDENTIAL" for the attention of "Simon Bolton, Personnel Manager") with your application. Thank you.

Application Form (Part D)

Please note you should only complete this part of the form if the job description for the post you are applying for states that you will require a CRB check.

Rehabilitation of Offenders Act 1974

Please note the following information:

If the position for which you are applying involves access to children or vulnerable adults it is exempt from Section 4 (2) off the Rehabilitation of Offenders Act 1974 by virtue of the exceptions order. You are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions and bindovers

Have you ever been convicted of a criminal offence?

Yes

No

If the answer is YES, please give details below

Do you have any bindovers?

Yes

No

If the answer is YES then please give details below

Under Government regulations Age Concern Oxfordshire is able (with your consent) to access records criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete either a standard or enhanced disclosure. **If you do not give your consent for this check to be made then it will not be possible to consider your application further.** As a part of its checking procedure the Bureau will also check registers of persons found unsuitable to work with vulnerable people (Protection of Vulnerable Adults Register - POVA)

Signature _____ Date _____

Print Name _____