

## Confidential Employment Application Form

*Please complete in black pen and block capitals, or type. Continuation sheets may be used. CVs are not acceptable and will be discounted.*

### Your personal details

Surname:	First Names:
Title:	
Address:	
Postcode:	
Telephone Number: (Home)	Telephone Number: (work)
Mobile Number:	Email address:

**May we contact you at work?**

No

Yes

For which post are you applying?
Are you seeking part time or full time work?
How did you learn of this vacancy?
Do you hold a current driving licence?
Do you have access to a car?
Are you legally entitled to work in the UK?

## Previous Work Experience

Please provide details of your **most recent** work experience.

Employer:	Job title:
Address:	
Postcode:	
Telephone number	Email address:
Date appointed	Date left (if applicable):
Contracted hours:	Salary:
Other benefits:	Notice required:
Reason for leaving:	
Brief description of duties and responsibilities:	

**Other employment**

Please list most recent first.

Job title	Employer	From	To	Salary

**Education (and Professional Qualifications)**

Please list most recent first

Date	School or Training Course	Qualification gained

## **Other training**

Please list any non –qualification courses or training that you have undertaken

## **Suitability for the role**

Please state how your experience and skills, gained through paid work or informally including study and training, meet the requirements of the post. Make sure you address all the points in the person specification/job description as this section will be used for short-listing.

A large empty rectangular box with a black border, intended for an employment application form.

### Any other information

If there is any other information that you think is relevant to your application and that you would like to tell us about, please do so here:

### References

Please give the names of two referees. These **should not** be members of your immediate family. **One should be your present or most recent employer**, and ideally both should have known you in a work related or professional capacity. If you are a student, a teacher or tutor would be an appropriate referee.

1. Name:	2. Name:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
Relationship to you:	Relationship to you:
May we contact this referee prior to your interview? If the answer is 'no' please state your reasons:	May we contact this referee prior to your interview? If the answer is 'no' please state your reasons:



## Additional Information

As a member of staff working with Age UK Droitwich Spa you will be in contact with older people who may be vulnerable. Depending on the role you are applying for, you may be required to undergo an enhanced DBS check prior to an offer of employment.

If you are shortlisted for interview you will be asked to bring proof of your eligibility to work in the United Kingdom, and certificates of qualifications or training relevant to the post.

## Statement

I understand that the information I have supplied will be treated in the strictest of confidence. It is accurate to the best of my knowledge.

Signed:..... Date:.....

Please return this form along with a completed Equality & Diversity Monitoring Form to:

**The Chief Executive, Age UK Droitwich Spa, Severn House, 32 Ombersley Street West, Droitwich Spa, WR9 8QZ.**

Please mark your envelope 'Private and Confidential'.