**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 |
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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.

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| --- | --- | --- | --- | --- | --- |
| From  Month/  Year | To  Month/  Year | Employer’s Name and Address | Position Held | Paid/  Unpaid | Reason for leaving |
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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.)

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**CONTINUATION**

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**INTERESTS/HOBBIES**

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**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](mailto:postmaster@ageukbolton.org.uk)

Age UK Bolton, The Square, 53-55 Victoria Square, Bolton BL1 1RZ

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