

## JOB APPLICATION FORM

**Return To: The Director**

Please fill in all sections of this form after reading all the material sent to you about Age Concern Waltham Forest and the post you are applying for. All the information given on this form will be treated as confidential. **DO NOT SEND YOUR C.V.**

**POST APPLIED FOR:** .....

**SURNAME** .....

**FIRST NAME(S)** .....

**ADDRESS** .....

.....

.....

**TELEPHONE NOS.** .....(HOME).....(WORK)

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**REFEREES:** Please give details of two people we may approach for references about your experience and suitability; one should be your current or most recent employer. Referees will not be contacted until after the interview.

1. **NAME:**

2. **NAME:**

**ADDRESS:**

**ADDRESS:**

**TEL. NO:**

**TEL. NO:**

**POST:**

**POST:**

**1. EDUCATION AND TRAINING.** Please give details in date order of all education and training, formal and informal.

Dates		Educational Establishment and Address	Course	Qualifications if applicable
From	To			

**2. EMPLOYMENT AND VOLUNTARY WORK EXPERIENCE.** Please list in date order all posts held, including part-time and voluntary work.

Dates		Job Title & Employer's Name and Address	Main Duties	Reason for Leaving
From	To			

**3.** Please give your reasons for applying for this post and indicate what skills and experience you would bring to the post. **Please pay particular attention to the job description and person specification.** Please continue on a separate sheet if you need to.

4. As we work with vulnerable people, it is our practice to ask you to let us know of any criminal convictions you have, with regard to the Rehabilitation of Offenders Act 1974. It is, therefore, important that you tell us whether you have ever been convicted of a criminal offence. Any information given will be treated in confidence.

You must also inform us if you receive any convictions in the future.

**Please answer this question:**

Have you ever been convicted of any criminal offence?      **Yes**       **No**

If the answer to the above is **YES**, please complete the following:

Date	Place	Offence	Sentence

5. a) Have you ever been treated for any serious illness? **Yes**       **No**   
**YES**, please state the illness, its date and details of any current treatment.

b) Do you have any medical condition which may prevent you from carrying out any of the tasks of the post for which you are applying? **Yes**       **No**   
If **YES**, please explain.

6. According to the Asylum and Immigration Act 1996, Section 8, we have to ask you if you are eligible to work in the UK. Are you eligible to work in the UK?  
**Yes**       **No**

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I wish to apply for this post and confirm that all the information given in this application form and any supporting document is correct.

**Signature:** ..... **Date:** .....