



# Guidance for Completion of the Application Form

The following details provide you with information and guidance on applying for a job with Age UK Bolton or associated companies and should be read alongside the application form.

Please complete the top box on the application form in full, including the full vacancy details as referred to in the job advertisement. Please note the general guidance points. In particular please ensure that you complete ALL sections of the application form and note that a CV will not be accepted.

## **Personal Details**

Please enter all your personal details fully and clearly so that we can contact you about your application.

## **Education**

Please give details of secondary and further education and list any qualifications and grades, and the date obtained.

## **Employment & Work History**

This section must include your current and previous employment. Please complete all sections, including current or last salary; give details of your previous work history (paid or unpaid, including public duties) beginning with the most recent post. Please supply reason for gaps.

## **References**

Please give the names and addresses of two people who can provide a professional reference that can be checked and verified. Do not include friends or relatives (unless your current/previous employer is a relative). Please ensure you tell your referees you have given their name and details so we can get a timely response.

If you are at present employed, give details of your present employer. If not currently employed give details of your last employer.

If you do not wish your current employer to be contacted at this stage please ensure you indicate this by ticking the small box.

## **Supporting Statement**

The recruitment panel will need to gain enough evidence from your submission about how you might meet the requirements of the job specification and particularly the person specification for the post, to be able to shortlist you. You can mention any skills or experience gained through work, school, college, at home, voluntary work, on work experience or through hobbies. However please ensure that information you supply is relevant to the post you are applying for.

You can either complete this section or submit a statement in support of your application. If it is attached please clearly mark it as **Supporting Statement** and indicate there is an attachment in the section on the application form.



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## **Interests and Hobbies**

Please give details and tell us about your interests and hobbies. This can include voluntary work not mentioned elsewhere.

## **DBS and Rehabilitation of Offenders Act (if applicable to position)**

Please read and note this section of the application form and ensure you answer the question and follow the guidance if necessary. Re Exceptions Order 1975 (2013) further guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website.

A Disclosure & Barring Service Check is a document containing information held by the police and government departments, and it is used to make safer recruitment decision and to ensure legal compliance with regard to the protection of vulnerable adults. A Positive Disclosure of Offences will not necessarily be a bar to appointment and suitable applicant will not be refused employment because of offences that are not relevant.

If you have been convicted of any criminal offence, please, enclose details in a sealed envelope, with your name on in a sealed envelope marked 'Confidential Disclosure' for the attention of the Chief Executive. Please be assured that any information provided will be dealt with in the strictest confidence.

## **Declaration**

Please use a supplementary sheet attached to the application to provide any further relevant information or to expand on any issues noted in the course of the form. It is important that you read the declaration carefully and sign and date it.

## **Returning your application form**

Completed application forms must be returned by the advertised closing time and date. Please email to [recruitment@ageukbolton.org.uk](mailto:recruitment@ageukbolton.org.uk) or send by post, marked 'Recruitment and Confidential' for the attention of the Chief Executive, Age UK Bolton, The Square, 53-55 Victoria Square, Bolton, BL1 1RZ.

- Please ensure you also complete and return the Equalities Monitoring Form which is treated as strictly confidential and which is NOT seen by the shortlisting panel.
- Please do not send this guidance sheet back with the completed application form.
- You may find it useful to keep a copy of your submission as you may want to refer to it if you are invited for interview.
- Please note that your application will only be acknowledged if you include a stamped addressed envelope.

Only short listed candidates will be notified of the outcome of their applications; if you have not heard within four weeks of the closing date you should assume that your application has been unsuccessful on this occasion.