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| **Please state which role you have applied for:** | | | | | | | | |
| 1. Personal details: | | | | | | | | |
| Title |  | Name | |  | Surname | |  | |
| Home address | Street address | | |  | | | | |
| Town/city | | |  | | | | |
| County | | |  | | | | |
| Post code | | |  | | | | |
| Country of residence | UK/EU  Other  If other please state | | | | | | | |
| Do you have the right to work in the UK? | YES  NO | | | | | | | |
| Do you require a work permit or VISA? | YES  NO  If yes, please give details | | | | | | | |
| National Insurance Number |  | | | | | | | |
| If your mailing address is different to above please insert here | Street address | | |  | | | | |
| Town/city | | |  | | | | |
| County | | |  | | | | |
| Post code | | |  | | | | |
| Telephone numbers (please only list numbers we should call to contact you) | Work: | | | E-mail address | |  | | |
| Home: | | |
| Mobile: | | |
| 2. Current Employment | | | | | | | | |
| Current employer (Name and full  address) | | | From | To | | Salary | | Reason for leaving |
|  | | |  |  | |  | |  |
| Jobs held and main duties | | | | | | | | |

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| 3. Previous employment  Please give details of all previous employment including main duties of role | | | | |
| Current employer (Name and full  address) | From | To | Salary | Reason for leaving |
|  |  |  |  |  |
| Jobs held and main duties | | | | |

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| 4. Professional and personal development | | | | | | | |
| Courses attended (during last 3 years) | | | | | | | |
| Name of course and provider | Award/qualification gained | | Full or part time | | | From | To |
|  |  | |  | | |  |  |
| 5. Education history  (Please list your education attainment, highest qualification first) | | | | | | | |
| Institution  (Please indicate both name & address) | | From | | To | Qualification attained / subject | | |
|  | |  | |  |  | | |
| 6. Knowledge, experience and skills  Please tell us why you are applying for the job and what skills you will bring to it. (Please keep answers succinct and within a single page of A4). | | | | | | | |
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| 7. Personal data | | | | |
| Current Salary | |  | | |
|  | | | | |
| 8. Referees  (Please note references may be requested prior to your interview, unless stated otherwise) | | | | |
| Please provide the contact details of two referees (covering the last three years), one of whom should be your current employer. | | | | |
| Name |  | | Name |  |
| Job title |  | | Job title |  |
| Organisation |  | | Organisation |  |
| Address |  | | Address |  |
| Telephone number |  | | Telephone number |  |
| Mobile number |  | | Mobile number |  |
| Email |  | | Email |  |
| 9. Confidential Information | | | | |
| **Hourglass requires some employees to undertake an standard/enhanced DBS/PVG /Access NI check. You are required, before appointment, to disclose any unspent conviction, caution, reprimand or warning under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975/Scotland Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended)** The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended by 1987, 2001, 2003, 2009, 2012 and 2014 Orders).  **Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.** | | | | |
| In relation to the above, if you have any unspent convictions, cautions, reprimands or warnings, you are obliged to detail these below:  Do you have any unspent convictions, cautions, reprimands or warnings?  Yes No  If yes, give details. | | | | |
| SIGNED (typed signatures are accepted):       DATE: | | | | |

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| 10. Equal Opportunities Monitoring  THIS INFORMATION WILL NOT BE USED FOR ASSESSMENT PURPOSES  In accordance with our equal opportunities policy Hourglass will provide equal opportunities to all candidates. We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this form from your Application Form and it will not form part of the selection process. If you prefer, you can return it to us separately from your Application Form. Please note that this form is optional. | | | | |
| Gender: | | Male  Female  Prefer not to say | | |
|  | |  | | |
| Ethnic Origin: (please use appropriate box) | |  | | |
| White: | British | Irish | Other |  |
| Mixed: | White & Black Caribbean | White & Black African | White & Asian | Other |
| Asian/Asian British: | Indian | Pakistani | Bangladeshi | Other |
| Black/Black British: | Caribbean | African | Other |  |
| Chinese/Other: | Chinese | Other |  |  |
| Prefer not to say: |  |  |  |  |

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| --- | --- | --- | --- |
| Religion: (please tick appropriate box) | |  | |
| Baha’i | Buddhism | Christian | Hinduism |
| Islam | Jain | Judaism | None |
| Other | Sikhism | Prefer not to say |  |

|  |  |
| --- | --- |
| Age band: (please use appropriate box) | |
| Under 18: |  |
| 18 – 25: |  |
| 26 - 35: |  |
| 36 - 45: |  |
| 46 - 55: |  |
| 56 – 65: |  |
| Over 65: |  |
| Prefer not to say: |  |

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| --- | --- |
| Disabilities |  |
| Do you consider that you have a disability under the terms of the Disability Discrimination Act 1995? | Yes  No  Prefer not to say |
| Are you registered disabled? | Yes  No  Prefer not to say |
| If Yes, please describe: | |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview. | |

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| 11. Where did you hear about Hourglass vacancies?  Guardian  Jobsite  Our website  Other (please state)  Word of mouth  If your heard about us from an Hourglass staff member, please provide us their name so we may thank them. | | | |
| 12. Declaration | | | |
| In submitting this form to Hourglass:  I declare that the details given by me on this application form are correct to the best of my knowledge and belief  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment  I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998 | | | |
| Please tick the box and sign below or type your name to agree to confirm that you have read, understood and agree with the above declaration: | Yes | Date: |  |
| Signature: | | | |

**When you have completed all sections please submit the form by email to** [**recruitment@wearehourglass.org**](mailto:recruitment@wearehourglass.org) **or send to Maggie Evans at *Office 8 Unit 5, Stour Valley Business Centre, Brundon Lane, Sudbury, Suffolk, CO10 7GB***

**Please note that you will be requested to personally sign the declaration above, should you be called for interview.  In the interim we will accept your name typed above.**

**Please note if you do not hear back from us within 3 days of the closing date, you have not been successful this time.**

**Hourglass is the working name of Hourglass (Safer Ageing), a charity registered in England and Wales (reg. no: 1140543), and also in Scotland (reg. no: SC046278). Hourglass (Safer Ageing)  is registered as a company in England and Wales under number 07290092.**