|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  | |
| **Return completed form to:** | HR@ageing-better.org.uk | |
| **Candidate Number (Administrator use only)** | |  |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent post:** | | | |
|  | | | |
| **Employer Name & Address:** | | **Employment dates:** | |
|  | |  | |
| **Major duties and responsibilities:** | | | |
|  | | | |
| **Previous posts (please start with the most recent):** | | | |
| **Job title:** | **Employer:** | **Dates (from-to):** | **Brief outline of duties** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education/training**

|  |  |
| --- | --- |
| **Secondary education:** | **Qualifications/grade:** |
|  |  |
| **Further/higher education:** | **Qualifications/grade:** |
|  |  |
| **Other relevant training, professional qualifications or work-related skills (for example languages, shorthand, etc):** | |
|  | |
| **Other skills and work-related experience relevant to the post you are applying for** | |
|  | |

|  |
| --- |
| **Supporting Questions**  **In no more than 2 pages please answer the following questions:**   1. Provide one or two examples of where you have planned and implemented a campaign or activity which has led to significant changes in policy or practice 2. Provide one or two examples of how you raised the profile and reach of an organisation 3. How do you see your role on the Senior Executive team as distinct from your role as leading the communications and policy activity 4. What role do you think the Director of Communications and Policy can play in ensuring effective inclusion and diversity within the organisation and in external facing activity and give an example of what you have done in this area |
|  |

|  |  |  |
| --- | --- | --- |
| **Have you ever been convicted of any offence which is not considered spent under the provisions of the Rehabilitation of Offenders Act 1974?** | Yes | No |
| If yes, please provide details of your conviction. | | |

|  |  |  |
| --- | --- | --- |
| **Other details** | | |
| Are there any restrictions on your right to work in the UK? | Yes | No |
| If yes, please state restrictions and the expiry date of any permissions. | | |
|  | | |
| Where did you see the advertisement for this post? | | |
|  | | |

|  |
| --- |
| I hereby consent to Centre for Ageing Better collecting, storing and processing my data in accordance with our privacy policy (<https://www.ageing-better.org.uk/privacy-policy>)  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Applicant’s signature  …………………………………………………………  Date:………………………………………………..  Note: Any false, incomplete or misleading statements may lead to dismissal. |
|  |

**Personal details (Separate Detachable Sheet)**

|  |  |
| --- | --- |
| **Candidate Number (Administrator use only)** |  |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |
| **Email:** |  |
| **Reasonable Adjustments** |  |
| **Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?** |  |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: |  |

**References**

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. Please state your current or most recent employer first.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Job Title:** | **Job Title:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's Signature:…………………………………………………………..

Date:………………………………………………………………………………..

##### Note: Any false, incomplete or misleading statements may lead to dismissal.