

**Application form**

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| Please complete this form in black ink or black type.A Curriculum vitae will not be accepted. | Application number (Internal use only) |

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| Post applied for: |  | Vacancy no. VAC\_ \_ \_ \_ \_ |
| Location: |  | |

## **Personal details**

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| **First name:** |  |
| **Last Name:** |  |
| **Email:** |  |
| **Primary Tel No:**  (Please indicate if this is a textphone number)  (If you are shortlisted, we may contact you by phone.) |  |
| **Secondary Tel No:** |  |
| **Home address inc. post code:** |  |

## **Present or last post**

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Current salary:** |  |  |
|  |  |  |
| **Date started:** |  |  |
|  |  |  |
| **Date left (if applicable):** |  |  |
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| **Reason for**  **leaving:** |  |  |

## **Previous posts** (most recent first)

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Date started:** |  |  |
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| **Date left:** |  |  |

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| --- | --- | --- | --- |
| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Date started:** |  |  |
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| **Date left:** |  |  |

## **Other previous posts** (please continue on a separate sheet if necessary)

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| **Employer** |  | **Date**  **from** | **Date**  **to** |  | **Job title** |
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## **Education, qualifications and training**

**Please note**: where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

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| **Qualification or course** | **Place of study** | **Date completed** | **Grade achieved (if applicable):** |
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## **References**

## Please give the name and addresses of two referees. One must be your current or most recent employer, or tutor if you are a student or school leaver. Please note references from personal friends or relatives are not acceptable.

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| --- | --- | --- | --- | --- |
|  | Current or most recent employer |  |  |  |
| **Name** |  |  | **Name** |  |

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| --- | --- | --- | --- | --- |
| **Position** |  |  | **Position** |  |

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| --- | --- | --- | --- | --- |
| **Organisation** |  |  | **Organisation** |  |

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| --- | --- | --- | --- | --- |
| **Address** |  |  | **Address** |  |
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| **Telephone** |  |  | **Telephone** |  |

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| **Email** |  |  | **Email** |  |

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| May we contact this referee if you are shortlisted? |  | May we contact this referee if you are shortlisted? |
| Yes  No |  | Yes  No |

## **Additional information**

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| --- | --- | --- | --- | --- |
| Do you have any unspent criminal convictions? | Yes | | No | |
| (If yes, please give brief details)  Telling us about a criminal record may not necessarily prevent you from being offered a job.  We will consider the type of offence, the time since it happened, your age at the time and any other relevant factors when we make a decision on whether to offer you a job. | |  |  | |
|  | | | |

**Please note:** If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974, you will be required to complete a criminal records check (through the Disclosure and Barring Service in England and Wales, or AccessNI in Northern Ireland). The DBS and AccessNI codes of practice can be viewed at the following the websites:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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| **Are there any restrictions on your right to work in the UK?** | | Yes  No |
| If ‘yes’, please specify: |  | |
|  | |  |
| **Are you connected to a business which trades with Alzheimer’s Society?** | | Yes  No |
| If ‘yes’, please state relationship and business: |  | |
|  |  | |
| **Are you related to or a partner of an Alzheimer’s Society employee?** | | Yes  No |
| If ‘yes’, please state the name(s), relationship  and if an employee, their job title: |  | |

**How did you hear about this vacancy**?

Please specify which job board / social media site / newspaper / agency if applicable.

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| **Are you an internal candidate who is ‘at risk’ of redundancy?** | | Yes  No |
| If ‘yes’, please specify: |  | |

## **Personal statement**

**Please explain why you are applying for this post, particularly demonstrating how your relevant skills and experience meet the requirements outlined in the job description and person specification**. **Also include how you feel you can demonstrate the values and behaviours of Alzheimer’s Society.**

**Please refer to the job description and person specification as well as the values and behaviours document attached to the advert. Continue on a separate sheet if necessary.**

Personal statement (continued)

## Declaration

I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post.

I hereby explicitly consent to Alzheimer’s Society holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.

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| **Signature** |  |  | **Date** |  |

**To submit your completed application form, please refer to the advert for contact details of the recruiting manager.**