

## Job Application Form

### DEMENTIA FRIENDLY KEIGHLEY (DFK): VOLUNTEER LEAD & GROUP SUPPORT

Please return this form to: **Julie Lintern** [julie@dementiafriendlykeighley.org.uk](mailto:julie@dementiafriendlykeighley.org.uk)

*If you are unable to complete this form and return it electronically please print and post back by the closing date to Dementia Friendly Keighley, Airedale Shopping Centre, 48 Towngate, Keighley BD21 3QE. Please send in a separate envelope to your main application form, or if sending both together, put it in a separate sealed envelope marked 'Confidential' within the envelope containing your application form.*

**CLOSING DATE: 9am Monday 21<sup>st</sup> September 2020**

Details entered in this form will be held in the IT system of DFK. They will be destroyed once shortlisting, interviews and appointment has been confirmed unless we ask for your explicit permission to hold on to your details in case of future job recruitment or you are the person appointed. There is a separate Equalities and Diversity Monitoring Form also sent to for (optional) completion please.

#### PERSONAL DETAILS

<b>Title</b>	
<b>First Name</b>	
<b>Surname/Family name</b>	
<b>UK National Insurance Number</b>	
<b>Home address</b>	
<b>Postcode</b>	
<b>Landline telephone</b>	
<b>Mobile telephone</b>	
<b>Email address</b>	

# APPLICATION FOR EMPLOYMENT

## Previous Employment

Please record below the details of all your previous employment, beginning with the most recent first. Up to 5 previous employments can be entered here. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

### Previous Employer 1

<b>Employer Name</b>			
<b>Address</b>			
<b>Job Title</b>		<b>Grade/Salary Level</b>	
<b>From Date</b>		<b>To Date</b>	
<b>Reason for Leaving</b>			
<b>Description of your duties and responsibilities</b>			

**Previous Employer 2**

<b>Employer Name</b>			
<b>Address</b>			
<b>Job Title</b>		<b>Grade/Salary Level</b>	
<b>From Date</b>		<b>To Date</b>	
<b>Reason for Leaving</b>			
<b>Description of your duties and responsibilities</b>			

**Previous Employer 3**

<b>Employer Name</b>			
<b>Address</b>			
<b>Job Title</b>		<b>Grade/Salary Level</b>	
<b>From Date</b>		<b>To Date</b>	
<b>Reason for Leaving</b>			
<b>Description of your duties and responsibilities</b>			

**Previous Employer 4**

<b>Employer Name</b>			
<b>Address</b>			
<b>Job Title</b>		<b>Grade/Salary Level</b>	
<b>From Date</b>		<b>To Date</b>	
<b>Reason for Leaving</b>			
<b>Description of your duties and responsibilities</b>			

*Please add additional employers/information on a separate sheet*

**If you have any gaps within your employment history, please state the reasons for the gaps below.**

## Education & Professional Qualifications

All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

Subject	Qualification	Place of Study	Grade/result	Year obtained

## Training Courses Attended

Training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed

Course Title	Training provider	Course duration	Qualification /Grade/result	Year obtained

## Supporting Information

In this box please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc.

## Supporting Information continued

In this box please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc.



## Supporting Information continued

In this box please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc.

**(Please continue on additional sheets if necessary).**

## References

Please provide the names and full contact details of the people who have agreed to supply references. Ideally, references must include at least two positions with separate employers and/or volunteering roles. Referees will be required to comment on your competence, personal qualities and suitability for the post. If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from an acquaintance (as outlined below) who knows you well and can advise DFK on your suitability for this position. Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances who would be willing to give a reference. Personal acquaintances must not be related to you, or have any financial arrangement with you. Please note that all reference requests will be followed up and verified.

### Referee 1

<b>Type of reference</b> (please put an X against the relevant category opposite)	Employer Educational Personal
<b>Title</b>	
<b>First name</b>	
<b>Surname/Family name</b>	
<b>Title/Role</b>	
<b>How does this person know you?</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Work/landline number</b>	
<b>Mobile number</b>	
<b>Email address</b>	

## Referee 2

<b>Type of reference</b> (please put an X against the relevant category opposite)	Employer Educational Personal
<b>Title</b>	
<b>First name</b>	
<b>Surname/Family name</b>	
<b>Title/Role</b>	
<b>How does this person know you?</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Work/landline number</b>	
<b>Mobile number</b>	
<b>Email address</b>	

## Relationships

<b>If you are related to a Trustee, or have a relationship with a director or employee of Dementia Friendly Keighley please state the relationship:</b>	
---	--

**Declaration:** The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

**I agree to the above declaration**

**Signature** (if completing this form electronically please put an x here).

NB: you will be required to sign this form in full if we offer you employment with us.

Name	
Date	

<b>Where did you see this vacancy advertised?</b>
---

**Applicants should note that the pre-employment checks for this position are:**

- *Right to Work in UK*
- *Disclosure and Baring Service check*

Please return this form to: **Julie Lintern** [julie@dementiafriendlykeighley.org.uk](mailto:julie@dementiafriendlykeighley.org.uk)

*If you are unable to complete this form and return it electronically please print and post back by the closing date to Dementia Friendly Keighley, Airedale Shopping Centre, 48 Towngate, Keighley BD21 3QE. Please send in a separate envelope to your main application form, or if sending both together, put it in a separate sealed envelope marked 'Confidential' within the envelope containing your application form.*

**CLOSING DATE: 9am Monday 21st September 2020**