**Job Application Form**



The information provided on this application form will remain private and confidential and will be used only for the purpose of selection/recruitment. Please complete all sections of this application form. We will not accept a CV.

Job title you are applying for:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Your name: |  |
| Your address: |  |
| Your email address: |  |
| Phone (evening): |  |
| Phone (day): |  |
| Your mobile: |  |

May we telephone you during the day? Yes/no

When would you be able to begin work if successful?

**REFEREES**

Please give the names and addresses of two people who can comment on your suitability for this post. At least one of your referees should be someone who has managed you.

|  |  |  |
| --- | --- | --- |
|  | **First referee** | **Second referee** |
| Name  |  |  |
| Position |  |  |
| Organisation |  |  |
| Address  |  |  |
| Tel/mobile number |  |  |
| Email |  |  |
| How does this person know you? |  |  |

May we contact these referees prior to interview? Yes/no

**DECLARATION**

I confirm that the information I have given in this application is, to the best of my knowledge, true and complete (although emailed applications can be signed at interview, putting a signature on an electronic document demonstrates word processing skills).

Signature Date

**Education, training and professional qualifications**

Please start with the most recent

1. School/Further/Higher education

|  |  |  |
| --- | --- | --- |
| **Course and name of institution** | **Qualification obtained**  | **Date of award** |
|  |  |  |
|  |  |  |
|  |  |  |

2. Relevant training courses and professional qualifications

|  |  |  |
| --- | --- | --- |
| **Training undertaken** | **Qualification obtained** | **Date** |
|  |  |  |
|  |  |  |

**Employment history**

3. Current or most recent position of work

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer’s name and address** | **Position/duties/achievements** |
|  |  |  |

4. Previous positions of work

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer’s name and address** | **Position/duties/achievements** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

5. Other relevant experience

|  |
| --- |
| Include details of voluntary work, study, membership of organisations etc |

6. Tell us how your skills and experience would enable you to meet the requirements of this post as outlined in the person specification and job description - please give specific examples. We would be grateful if you kept your response to no more than two pages.

|  |
| --- |
|  |

7. Why do you want this job? (in no more than 100 words)

|  |
| --- |
|  |

8. Are you currently eligible for employment in the UK? Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK

|  |
| --- |
|  |

9. Have you ever been convicted of a criminal offence? If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act)

|  |
| --- |
|  |

10. What support, if any, would you need to carry out this role?

|  |
| --- |
|  |

Please return your completed application form to:

Lucy@southseeds.org

by noon on Monday 20 February 2017.

**Equal Opportunities Monitoring Form**

South Seeds accepts its responsibility as an equal opportunities employer, and has adopted an equal opportunities policy. Our aim is to ensure the fair and equal treatment of all job applicants, and to meet the requirements of equal opportunities legislation. You are therefore politely requested to complete the questions below. The information will not be used in any part of the recruitment process.

The data from this form will only be used to help us monitor the effectiveness of our equal opportunities policy, and will not be used in any way in connection with shortlisting.

Please complete the following details in block capitals, answering all of the questions.

Job applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your ethnic group?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **White** |  | **Asian, Asian Scottish or Asian British**  |
|  | Scottish |  | Indian |
|  | Other British |  | Pakistani |
|  | Irish |  | Bangladeshi |
|  | Any other white background |  | Chinese |
|  |  |  | Any other Asian background |
|  | **Black, Black Scottish or Black British** |  |  |
|  | African |  | **Mixed** |
|  | Caribbean |  | Any mixed background |
|  | Any other black background |  |  |
|  |  |  | **Other ethnic background** |

(Please note these classifications are recommended by the Commission for Racial Equality)

Please indicate which answer is appropriate:

Your gender?

|  |  |
| --- | --- |
|  | Female |
|  | Male |

Do you consider yourself to have any disabilities?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Your age group?

|  |  |
| --- | --- |
|  | Under 25 |
|  | 25 – 34 |
|  | 35 – 44 |
|  | 45 – 54 |
|  | Over 54 |