**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:

|  |  |
| --- | --- |
|  | Number of hours/days per week: |

|  |  |
| --- | --- |
| 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. One of these must be your present or most recent employer.

|  |  |  |
| --- | --- | --- |
|  | **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 (emailed applications can be signed at interview if invited to that stage).

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. 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. Try to keep 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, e.g. 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. Are you in good health? Please give details of any health/disability problem(s) which may be relevant to the position applied for, and please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties.

|  |
| --- |
|  |

Please return your completed application form to:

poppy@southseeds.org

by the closing date.

**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 short listing.

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 |
|  | Prefer not to say |
|  | Prefer to self-identify, please write: \_\_\_\_\_\_\_\_\_\_\_\_ |

Do you consider yourself to have any disabilities?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to say |

Your age group?

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