**APPLICATION FORM**

**CONFIDENTIAL**

|  |
| --- |
| To be completed by the employing body prior to issue:  **APPLICATION FOR EMPLOYMENT**  **for the post of: Harrow Foodbank Project Manager** |
| Please return the completed application form **electronically** to:  Name: Nick Addington (Chair of Trustees)  Email: njaddington@gmail.com  Before: 5pm on **Monday 9th July 2018**  Interviews: **w/c 16th July 2018** |

Please complete this application in black ink or black type

|  |
| --- |
| **Name in full ……………………………………………………… (Mr/Mrs/Miss/Ms)**  **Address: …………………………………………………………**  **…………………………………………………………**  **…………………………………………………………**  **Post Code ……………….**  **Email............................................**  **Tel Nos:**  **Home……………………………….**  **Mobile............................................ Work……………………………….** |

**Please NOTE: Curriculum vitae will NOT be accepted.**

|  |
| --- |
| **WORK PERMIT**  Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before we can confirm any offer of appointment i.e. Passport, NI card, P45.  Are you a UK or EU/EEA Citizen? (Please tick) Yes  No  If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick)  Yes  No  If “No” please indicate the basis on which you are legally able to work in the UK.  …………………………………………………………………………………………………  …………………………………………………………………………………………………  …………………………………………………………………………………………………  …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |

|  |  |  |
| --- | --- | --- |
| **Guidance to Candidates**  The questions are intended to allow you to draw on ***all*** your experience including education, employment, voluntary work, family life, activities, hobbies and interests (and so on).  Do not think you have to fill in all the space below each question. You also may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.  Try to provide evidence or give examples of how you can meet the requirements  **Please answer the following questions:**   1. Why are you applying for this job? 2. **With reference to the person specification** what particular experience, qualities and other attributes would you bring to this post? 3. What qualifications do you have which are relevant to this post? Please give details - dates, awarding body, grades, etc | | |
| **Employment History**  List all your employers, starting with your most recent, and voluntary work.  NOTE: Please account clearly for any gaps in employment, as part of safeguarding good practice. | | |
| **Dates**  **(Month/Year)** | **Employer Details** | **Post Details including hrs p/wk + reason for leaving** |
| What period of notice do you have to give in your present job? | | |

|  |
| --- |
| **Disability**  Do you consider yourself to have a condition or disability, as defined by the Disability Discrimination Act? **YES/NO**  If **YES**, please describe any special conditions or adjustments required. |
| **References**  Please give details of two people who are prepared to provide you with reference, one of which must be academic or employment related, the other personal (not a friend or a relative).  **Note:** References will be sought only if you are invited to interview.  **1. First reference:**  **Name**  **……………………………………………………........................**  **Telephone Number ………………………………………………………………………**  **incl Mobile**  **Email .................................................................................................**  **Address ………………………………………………………………………**  **………………………………………………………………………**  **………………………………………………………………………**  **2. Second reference:**  **Name ………………………………………………………………………**  **Telephone Number ……………………………………………………………………….**  **incl Mobile**  **Email ...................................................................................................**  **Address ………………………………………………………………………**  **………………………………………………………………………**  **………………………………………………………………………** |
| **Convictions**  Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES/NO**  If yes, please supply further details. |
| **You are welcome to give additional information, relevant to this post, in the space below.** |
| **Declaration:**  **I confirm that the information given in this form is true and correct.**  **I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from this employment by the employer.**  **Signature ………………………………………… Date .................** |