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| --- | --- |
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**Windmill Hill City Farm application form**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: | Marketing and Communications Officer – Maternity cover | Job Ref. Number: | **202410CS02** |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing date: | Monday 28th Oct ’24, 9am |  Interview date: | w/c 4th Nov (day/time tbc if shortlisted) |

It is important that you read the guidance notes before completing this application form. Please fully complete this form. CVs are not accepted on their own. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE**

## Section 1. Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  |  |
|  | Title | First | Last |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Phone: |  |
| Mobile: |  |
| Work No. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Can we contact you at work? | YES | NO |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No.: |  |  |  |  |  |  |  |  |  |

The Asylum and Immigration Act 1996 prohibits the employment of any person who is not entitled to work within the United Kingdom. Therefore, all successful applicants will be required to produce documentary evidence of their right to work within the United Kingdom, prior to commencement of employment

|  |  |  |
| --- | --- | --- |
| Do you require a work permit to work in the UK?  | YES | NO |

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment**

Please leave this page blank

[When printed for shortlisting, the first page including personal details, will be removed to ensure an equal and fair recruitment process]

## Section 2. Present employment

**Present employment** (if not currently employed, please give details of last employer)

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of notice: (if still employed) |  | Salary: |  |

|  |  |
| --- | --- |
| Brief description of main duties: |  |

Continue on a separate sheet if necessary

|  |  |
| --- | --- |
| Reason for Leaving: |  |

## Section 3. Previous Employment

**Previous employment** (most recent employer first). Please cover the last 10 years and state nature of business.

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |
| --- | --- |
| Summary duties: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |
| --- | --- |
| Summary duties: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |
| --- | --- |
| Summary duties: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

**Continue on a separate sheet if necessary**

## Section 4. Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | Course | **Qualifications and grades obtained** | Dates |
|  |  |  |  |
| **School** | Subjects | **Qualifications and grades obtained** | Dates |
|  |  |  |  |

**Continue on a separate sheet if necessary**

## Professional, technical or management qualifications

|  |  |
| --- | --- |
| Professional / Technical / Management Qualifications | Course details and dates |
|  |  |
| **Membership of any professional / Technical Associations – Please state level of Membership** |

**Continue on a separate sheet if necessary**

## Section 5. Training and development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

|  |  |
| --- | --- |
| Title of training program or course | Duration of course and date taken |
|  |  |

**Continue on a separate sheet if necessary**

## Section 6. Personal statement

**Abilities, skills, knowledge and experience**

Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

|  |
| --- |
|  |

**Continue on a separate sheet if necessary**

## Section 7. Rehabilitation of Offenders Act (1974)

|  |  |  |
| --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974? | YES | NO |

|  |  |
| --- | --- |
| If yes, please give details / dates of offence(s) and sentence:  |  |

## Section 8. Protecting children and vulnerable adults

The following information may be required if the post you are applying for has a requirement for a DBS police check (previously known as CRB).

**Enhanced Checks Only**

|  |  |  |
| --- | --- | --- |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?  | YES | NO |

## Section 9. Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

|  |  |  |
| --- | --- | --- |
| Do you have a disability which is relevant to the role you are applying for?  | YES | NO |

|  |  |
| --- | --- |
| If yes, please give details:  |  |

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

|  |  |  |
| --- | --- | --- |
| Do we need to make any adjustments in order for you to attend the interview?  | YES | NO |

|  |  |
| --- | --- |
| If yes, please give details:  |  |

## Section 10. References

Please give the names, address and telephone number of three referees. Two should be your most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address: |  |
| Postcode |  |
| Telephone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | YES | NO |
|  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address: |  |
| Postcode |  |
| Telephone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | YES | NO |
|  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address: |  |
| Postcode |  |
| Telephone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | YES | NO |
|  |

## Section 11. Equal opportunities monitoring form

To be used confidentially for recruitment monitoring purposes – this will not be used by the recruitment panel.

|  |  |
| --- | --- |
| Application for the post of:  |  |

Windmill Hill City Farm ltd wants to meet the aims and commitments set out in our equality and diversity policy [GN06]. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

**Gender**

[ ]  Male

[ ]  Female

[ ]  Non-binary

[ ]  Other (please specify)

[ ]  Prefer not to say

|  |  |  |  |
| --- | --- | --- | --- |
| Is your gender identity the same as assigned to you at birth?  | Yes | No | Prefer not to say |

**Married/Civil Partnership**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you married or in a civil partnership? | Yes | No | Prefer not to say |

**Ethnic Origin**

Choose ONE section from A to E and then tick the appropriate box to indicate your cultural background. These are the categories developed by the Commission for Racial Equality.

|  |  |
| --- | --- |
| **(a) Asian or Asian British**[ ]  Bangladeshi [ ]  Chinese [ ]  Indian[ ]  Pakistani[ ]  Any other Asian background**(b) Black or Black British**[ ]  African[ ]  Caribbean[ ]  Somali[ ]  Any other Black background**(e) White**[ ]  British[ ]  Eastern European[ ]  Gypsy[ ]  Irish[ ]  Scottish or Irish Traveller[ ]  Roma[ ]  Any other White background | **(c) Other ethnic group**[ ]  Arab[ ]  Iranian[ ]  Iraqi[ ]  Kurdish[ ]  Turkish**(d) Mixed/multiple ethnic group**[ ]  White and Asian [ ]  White and Black African[ ]  White and Black Caribbean[ ]  Any other mixed background[ ]  Any other ethnic group[ ]  **Prefer not to say**  |

**Age**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16 – 24 |  | 25 – 34 |  | 35 – 39 |  | 40 – 49 |  |
| 50 – 59 |  | 60 - 69 |  | 70+ |  | Prefer not to say |  |

 **Religion**

|  |  |
| --- | --- |
| [ ]  Buddhist[ ]  Christian [ ]  Hindu[ ]  Jewish [ ]  Muslim  | [ ]  Sikh[ ]  None [ ]  Don’t know/not sure [ ]  Other faith/religion or belief [ ]  Prefer not to say |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to have a disability or health condition? | Yes | No | Prefer not to say |
| If yes, please specify the type of disability or health condition: | Physical | Mental | Both | Prefer not to say |
| Are you registered as disabled? | Yes | No | Prefer not to say |

**Sexual Orientation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Bisexual |  | Lesbian |  | Gay |  |
| Other (specify below |  | Prefer not to say |  |  |

**Carer**

**Do you have any caring responsibilities? If yes, please tick all that apply.**

|  |  |
| --- | --- |
| [ ]  None[ ]  Primary carer of a child/children under 18 [ ]  Primary carer of disabled child/children[ ]  Primary carer of disabled adult (18 and over) [ ]  Primary carer of an older person [ ]  Secondary carer (another person carries out main care role)[ ]  Prefer not to say  |   |

## Section 12. How did you hear about this Job

To help us find the best candidates for the Farm, we would like to find out where you heard about this position?

|  |  |
| --- | --- |
| **College.** please state which one |  |
| **Job sites.** eg: job centre, voscur etc. |  |
| **Social media.** please state which one |  |
| **Google search** |  |
| **Word of mouth**  |  |
| **WHCF**. Our own website or marketing campaign.  |  |
| **Other** - please state  |  |

**Word of mouth**: If you were referred by a colleague who currently works for WHCF – please provide your colleague’s name and the department that they work in at the farm:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Colleague:** |  | **Dept.**: |  |

## Section 13. Declaration

I declare that to the best of my knowledge, the information I have provided in this application is correct. I understand that Windmill Hill City Farm reserves the right to withdraw any offer of employment, or to terminate my employment if this information is found to be false.

I consent to Windmill Hill City Farm processing my data and personal information,

for the purpose of my application and employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date**: |  |

**Safeguarding Statement**

Windmill Hill City Farm is committed to safeguarding and promoting the welfare all vulnerable groups and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.
All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.