##### APPLICATION FORM

**Please download and complete this form and return it to: office@swcityfarm.co.uk**

CVs will not be accepted. We also ask all candidates to submit an anonymous Equalities Form, which can be found here: <https://forms.gle/5M1VeeuhC8QzY2ZE7>

# Return hardcopy application forms to: Jenny Howard-Coles, St Werburghs City Farm, Watercress Road, St Werburghs, Bristol, BS2 9YJ.

**Return electronic application forms to:** [office@swcityfarm.co.uk](mailto:office@swcityfarm.co.uk)

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|  | FORM ONEIn accordance with Equal Opportunities, this form will be detached from the rest of your application until shortlisting is completed | REF: |  |  |
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|  |  |
| --- | --- |
| **Job applying for:** |  |
| **Applicant Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Mobile / Landline:** |  |
| **E-mail address:** |  |

|  |  |
| --- | --- |
| **How did you find out about this job opportunity?** |  |

|  |  |
| --- | --- |
| Eligibility to work in the UKAre you subject to any restrictions on taking paid employment in the UK? If YES, please give details: | NO / YES  Details: |
| Rehabilitation of Offenders Act 1974 Do you have any criminal convictions which are not SPENT? If yes, please give details of any unspent convictions: | NO / YES  Details: |
| **Are you a friend or relative of a staff member or Trustee of St Werburghs City Farm?** If YES, please provide their name and the nature of the relationship: | NO / YES  Details: |

### Referees

Please give the contact details for two referees, one of whom should be your current or most recent employer. Please note that no approach will be made to your referees or employers before an offer of employment is made to you.

**Referee 1 Referee 2**

|  |  |  |
| --- | --- | --- |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Address:** |  |  |
| **Postcode:** |  |  |
| **Telephone Number:** |  |  |
| **Email address:** |  |  |
| **How long have you known them for:** |  |  |
| **In what capacity do you them?** |  |  |

NB: Proof of identity will be required prior to any offer of employment in compliance with Asylum and Immigration legislation. This will be requested if you are called for interview.

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in the withdrawal of the offer of employment, or the subsequent termination of employment.

**Signed: Date:** \_

**Please note that as a small charity with limited resources, we are unable to consider any detail which goes over the word or page limits outlined in red.**

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|  | ST WERBURGHS CITY FARMFORM TWOIn accordance with Equal Opportunities, this form will be detached from the rest of your application until shortlisting is completed | REF: |  |  |
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#### TRAINING AND QUALIFICATIONS (1 page maximum)

Please give details of any education, training or qualifications (formal or vocational) opportunities that you feel are relevant to this role, starting with the most recent first.

|  |  |
| --- | --- |
| ***Training/Qualification/Subject*** | ***Details*** |
|  |  |

*NB: If you are invited for an interview we will require evidence of the qualifications you have referred to in your application.*

**EMPLOYMENT / VOLUNTARY EXPERIENCE (2 page maximum)**

Please outline any relevant employment or voluntary experience. No approach will be made to your employers before an offer of employment is made to you.

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| --- | --- | --- | --- |
| **Name & address of employer** | **Position & main duties and responsibilities** | **Dates** | **Reason for leaving** |
|  |  |  |  |

**REASON FOR APPLYING (2 page maximum)**

Please outline the relevant skills, experience and knowledge you have gained through employment, volunteering education or leisure interests, in particular, how it fulfils the ‘skill set’ and ‘approach’ detailed in the job description.

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**Tell us why you applied for this job and why you think you are the best person for the role? (300 words maximum)**

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**ADDITIONAL INFORMATION**

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process