|  |  |
| --- | --- |
| Role Applied for: | **Administrative Assistant** |

|  |
| --- |
| Taunton Foodbank Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing Date: | 18th July 2018 | Interview Date: | Week commencing 23rd July 2018 |

|  |
| --- |
| Please complete this form fully using black ink or type. C.V.s are not accepted. 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| **Home Telephone No:** |  |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |
| --- |
| Section 2 Present Employment |
| **Present Employment** (If now unemployed give details of last employer) |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |
| --- | --- | --- |
| Post Title: |  | **Start date:** |
| **End date:** |

|  |
| --- |
|  |
| Department / Section: |  |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |
| Continue on a separate sheet if necessary | |

|  |  |
| --- | --- |
| **Reason for leaving**  (if no longer employed)**:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |
| --- |
| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years. |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | Postcode |  |

|  |  |  |
| --- | --- | --- |
| Position Held: |  | **Start date:** |
|  | **End date:** |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | Postcode |  |

|  |  |  |
| --- | --- | --- |
| Position Held: |  | **Start date:** |
| **End date:** |
|  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | Postcode |  |

|  |  |  |
| --- | --- | --- |
| Position Held: |  | **Start date:** |
| **End date:** |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |
| --- |
| Continue on a separate sheet if necessary |

|  |
| --- |
| Section 4 Training and Development |
| Please give details of any qualifications you have that are pertinent to this post training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses and any skills gained through voluntary work. |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|  |  |
|  |  |
|  |  |
| Continue on a separate sheet if necessary | |

|  |
| --- |
| Section 5 Personal Statement |
| Please use this section to explain in detail how you meet the requirements of the Person Specification. Please refer to the Person Specification included in the job description. You are expected to demonstrate here how you meet the Person Specification for the job. If you are or have been involved in voluntary/unpaid activities, please also include this information. |

|  |  |
| --- | --- |
|  |  |
|  | Continue on a further sheet if necessary |

|  |
| --- |
| **Section 6 Rehabilitation of Offenders Act (1974)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offenders act 1974, that Taunton Foodbank is legally entitled to know about. | Yes |  | No |  |

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

|  |
| --- |
| **Section 7 Protecting Children and Vulnerable Adults** |

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

|  |
| --- |
| **Section 8 Disability Discrimination Act** |

|  |
| --- |
| This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination 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 your application? | 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 specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |
| **Section 9 Right to Work in UK** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you have a legal Right to Work in the UK | Yes |  | No |  | |
| **Section 10 Interview date** |

|  |  |  |
| --- | --- | --- |
| The interviews will be held during the week commencing 23rd July. Please tell us if there are any dates when you are unavailable for interview.   |  | | --- | |  |  |  | | --- | | **Section 11 References** |   Please give the names and addresses of your two referees, one should be your most recent employer. If you are unable to do this, please state why and clearly outline who your references are. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |  | **Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  | Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  |
| **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge** * **all questions relating to me have been accurately and fully answered** * **I possess all the qualifications which I claim to hold** * **I have read and, if appointed, am prepared to accept the conditions set out in the role description.**   **Signed:**  **Dated:** | | | | | | | | | |

**Please return by email to** [**sue@taunton.foodbank.org.uk**](mailto:sue@taunton.foodbank.org.uk) **or post to The Manager, Taunton Foodbank, Unit 4, Belvedere Trading Estate, Albemarle Road, Taunton, TA1 1BH**