**West Howe Community Enterprises – Community Fridge Coordinator**

**Job Application Form**

**Please ensure that all parts of the application are completed**

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| **Job Role** |  | | | | | | |
| **First Name:** |  | | | **Last Name:** | |  | |
| **National Insurance number: -** | |  | | | | | |
| **Address:** | | | | | | | |
| **Email:** | | | | | **Mobile No:** | |  |
| **Eligibility to work in the UK & Ireland: You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. *Please confirm which of the following you have*:** | | | | | | | |
| **¨ British Passport or UK birth certificate & letter** | | | **¨ Certificate of registration / naturalisation as a British Citizen** | | | | |
| **¨ Passport showing right to live & work in the UK** | | | **¨ EEC passport or identity card plus required work registration letter** | | | | |
| **¨ Non-European passport with relevant work visa** | | | **¨ Any other document that supports your eligibility to work in the UK** | | | | |

**Tell us why you are interested in this post and how you could be great in this role**

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**Supporting Statement**

In the following section please outline your skills, knowledge and experience in relation to the points outlined in the person specification of the job description.

When completing this section, you should provide evidence and examples which demonstrate your suitability for the role you are applying for. For each point you should focus on providing an overview of your skills and experience, and then go on to provide direct examples to clearly evidence how you meet each point. We value transferrable skills and encourage applicants who do not have direct experience to provide examples from other areas that meet the requirements.

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**What do you believe your strengths and weaknesses would be in this role?**

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**Education and training**

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| **College/University and Subject Studied** | **Date in From – To** | | **Qualifications gained and Grades** |
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| **School and Subjects Studied** | **Date in From – To** | | **Qualifications gained and Grades** |
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| **Ongoing Professional Development** | **Date in From – To** | | **Qualifications gained and Grades** |
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| **Training and Development**  Please use the space below to give details of any other training or non-qualification-based development relevant to the post. | | | |
| **Training Course** | **Course Details (including length of course/nature of training)** | |
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**Professional Body/Organisation**

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| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

**Employment history** List below all your previous employers, starting with the current or most recent. Explaining any gaps

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| **Current Employment** | | |
| **Name & address of employer** | **Job title** | **Salary** |
|  |  |  |
| **Current duties and responsibilities:** | | |
| **Notice period required** | **Reason for leaving:** | |

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| **Employment History** | | | | |
| **Date From - To** | | **Name & address of employer** | **Job title** | **Reason for leaving** |
|  |  |  |  |  |
| **Duties and responsibilities** | | | | |
| **Date From - To** | | **Name & address of employer** | **Job title** | **Reason for leaving** |
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| **Duties and responsibilities** | | | | |
| **Date From - To** | | **Name & address of employer** | **Job title** | **Reason for leaving** |
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| **Duties and responsibilities** | | | | |
| **Date From - To** | | **Name & address of employer** | **Job title** | **Reason for leaving** |
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| **Duties and responsibilities** | | | | |

**Other interests and relevant experience.** (for example volunteering/work experience/interests and hobbies)

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**Were there any gaps in your employment history? If so, how long and why?**

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| **Length of gap:** | **Between which employers:** | **Reason:** |
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**References**

Please give us the names of 2 people (not related to you), who can be contacted to provide a reference for you. One should be your current or most recent employer.

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| **Name:** | **Telephone Number:** | **Email:** | **How do you know this person?** |
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**Disability**

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| **Disability**  **Under the Equality Act 2010, a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.** |
| **Candidates who declare a disability**  WHCE have a policy on interviewing all candidates who have declared a disability on their application form and who meet the essential criteria for the vacancy. Please advise if you would like to be considered under these criteria  YES  NO  |
| **Reasonable Adjustments**  If called to interview are there any adjustments that are required?  YES  NO  |
| **Please detail below the adjustments that are required and their purpose. This is not**  **used as part of the selection process.** |

**Driving**

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| Do you have a full current driving license, | **¨ Yes ¨ No** |
| Do you have use of a vehicle, with insurance for business use | **¨ Yes ¨ No** |
| Do you have any endorsements | **¨ Yes ¨ No** |

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| Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986We would draw your attention to the following statement:- “Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.  **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement and interview). |
| My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK & Ireland and can provide original documentation to confirm this. I understand that my employment is subject to references that are satisfactory to West Howe Community Enterprises  Signed: Date: |

Thank you for applying to join our team!

Please return to [admin@westhowe.net](mailto:admin@westhowe.net)