

CONFIDENTIAL

Application for Employment

Role Details

Title: Admin Officer, Farnham Foodbank
Employer: Farnham Christian Community Trust Limited (FCCT)

Please complete this form and send it to **fiona@farnham.foodbank.org.uk** You are welcome to include a CV and a covering letter if you wish. Alternatively, completed paper copies may be marked CONFIDENTIAL and sent to Mrs Fiona Brooks, FCCT, Community Room, Gorselands, Alma Lane, Farnham, Surrey. GU9 0NB.

Personal Details

Title: _____ Known as: _____

First name(s): _____

Surname: _____ Sex: Male Female

Date of Birth: / / Date of Baptism / Confirmation: / /

Address: _____

Postcode: _____

Mobile: _____ Email: _____

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes No

CONFIDENTIAL - Application for Employment - Page 1 of 6

Farnham Christian Community Trust Limited.

Registered Office: Community Room, Gorselands, Alma Lane, Farnham, Surrey. GU9 0NB. Telephone: 01252 444 343

A Company Limited by Guarantee registered in England & Wales No.3904228 and a Registered Charity No.1079778

Employment Details

Do you have the right to work in the UK? Yes No

National Insurance Number:

Current/last employer:

Position in organisation:

Please give a brief outline of the responsibilities associated with your role:

Length of notice required (if applicable):

Are you currently working in any other position, Yes No
in either a voluntary or paid capacity?

If yes, please give details (including organisation, contact person & details, details of duties):

Health

Please describe your recent health history, including any times in the past two years when you have not been well enough to attend your employment or voluntary commitments:

Criminal convictions

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act? Yes No

If yes, please give details of date(s), offence(s) and sentence(s) passed:

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Please also confirm that you are not listed on either of the following:

- I confirm that I am not listed on the children or adults' barred list.
- I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

References

Please give details of two people who are prepared to provide you with a reference, one of which must be academic or employment-related, the other personal (but not a friend or relative). If this is not possible, please provide two personal references. As this post carries a requirement for a person supporting Christian values, if you are part of a church, please also provide details of your current church leader. A current employer will not be contacted until a decision, subject to references, to employ you has been taken and you have agreed terms.

Referee One

Name:

Address:

Postcode:

Tel. no:

Email:

Relationship:

Referee Two

Name:

Address:

Postcode:

Tel. no:

Email:

Relationship:

Current Church Leader

Name:

Church Name & Address:

Postcode:

Tel. no:

Email:

Data protection statement

At FCCT, we take care of your personal data. We will never make this available to any other organisation or individual without your consent. By providing your personal details you agree to allow FCCT to contact you either on the basis of the consent you have given us or for our legitimate interests in connection with our charitable purposes.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give Farnham Christian Community Trust Limited the right to terminate any employment offered. I understand that any offer of employment is subject to Farnham Christian Community Trust Limited being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Full Name:

Date: / /
