



Candidate number

Windmill Hill City Farm application form

Post Applied for:

Job Ref. Number

Closing date:

Interview date:

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

Title:

First Name:

Surname:

Address:

Postcode:

Home Phone No:

Mobile No:

Daytime/Work No:

Can we contact you at work?

Yes

No

Email address:

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



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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]



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Section 2 Present employment

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

Name of Employer:

Address:

Postcode:

Job title:

Dates of employment: Start: End:

Period of Notice: Salary:
(if still employed)

Brief description of main duties:

Continue on a separate sheet if necessary

Reason for leaving:



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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

Postcode:

Position held:

Summary of duties:

Reason for leaving

Dates of employment:

Start:

End:

Name of Employer:

Address

Postcode:

Position held:

Summary of duties:



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Reason for leaving

Dates of employment:

Start:

End:

Name of Employer:

Address

Postcode:

Position held:

Summary of duties:

Reason for leaving

Dates of employment:

Start:

End:

Continue on separate sheet if necessary



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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 separate sheet if necessary

Professional, technical or management qualifications

Please give details.

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

Continue on 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 separate sheet if necessary



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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 separate sheet if necessary



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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:



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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	
E-mail	

Are you willing for this referee to be approached prior to the interview? **Yes**

No

Name	
Position	
Organisation	
Address.	
Postcode.	
Telephone	
E-mail	

Are you willing for this referee to be approached prior to the interview? **Yes**

No

Name	
Position	
Organisation	
Address.	
Postcode.	
Telephone	
E-mail	

Are you willing for this referee to be approached prior to the interview? **Yes**

No



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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 is committed to equality of opportunity in recruitment regardless of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age; .and will assess all applicants equally and fairly.

Please complete this form so that we can monitor the implementations of our Equal Opportunities policy and ensure that our vacancies are open to all sections of the community.

This information is for monitoring purposes only and will not affect your application. Once received we will detach it from your form and file it anonymously, All data and information submitted to us will be processed and kept securely in accordance with the Data Protection Act 1998.

Gender

Are you: Male Female

Ethnic Origin

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

A. White

- British
- Irish
- Any other White background, please write below:

B. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write below:

C. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write below:

D. Black or Black British

- Caribbean
- African
- Any other Black background, please write below:



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E. Chinese or other ethnic group

- Chinese
- Any other, please write below:
- Unsure
- Prefer not to say

Disability

Do you consider yourself to have a disability: Yes No

Are you registered as disabled: Yes No

Age

Are you 16-24 25-49 Over-50 Over 70

Religion

- Buddhist
- Christian
- Muslim
- Hindu
- Sikh
- Jewish
- No Religion
- Any other Religion
- Prefer not to say
- Unsure

Sexual Orientation

- Lesbian/Gay
- Bisexual
- Heterosexual
- Unsure
- Prefer not to say

Transgender

- Yes
- No
- Prefer not to say
- Unsure



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Section 12 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.