

**Application for Employment**

Thank you for your interest in becoming a member of the Seeds4Success team and for completing this application form.

We use a scoring system to support our selection process. Please pay particular attention to the section asking you to describe how you satisfy the ‘essentials’ and ‘desirables’ in the person specification.

****If you need any assistance completing this form, have any questions or require any additional information please contact the Charity Director, Jaki at Seeds4Success:

 **07585 723824**



 *jaki@seeds4success.org.uk*

Please scan the QR code to add contact details to your smartphone.

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| Name: | Click or tap here to enter text. |
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| Position: | Click or tap here to enter text. |
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| Closingdate: | Click or tap to enter a date. | Interviewdate: | Click or tap to enter a date. |

Please email completed forms to: *jaki@seeds4success.org.uk*

or post / deliver the completed form to: **Jaki Farrell**

**Charity Director**

**Seeds4Success**

**Mere Youth Centre**

**The Recreation Ground**

**Queens Road,**

**Mere BA12 6EP**

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| **Your personal information** |
| First Name: | Click or tap here to enter text. |
| Last Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |
| Home telephone No: | Click or tap here to enter text. | Mobile No: | Click or tap here to enter text. |

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| **Additional information about you** |
| Where did you learn about this post or see it advertised? |
| Click or tap here to enter text. |
| Is there any particular support you need or any adjustments we could make to help you carry out this role? |
| Click or tap here to enter text. |
| Do you have the ability to travel around the local area? (please tick) | Yes |[ ]  No |[ ]
| If successful, how quickly could you take up the appointment? | Click or tap here to enter text. |

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| **Your education and qualifications** |
| Please give details of subjects studied and qualifications achieved. You may be required to provide relevant certificates if offered the post. |
| Click or tap here to enter text. |

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| **Your professional and job-related training** |
| Please give details of any job-related training you have undertaken which you feel is relevant to your application. Include names of organisation or training providers and completion and expiry dates where applicable. |
| Click or tap here to enter text. |

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| **Your present or most recent employment or volunteering** |
| Name of employer, educational institution or organisation: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |  |
| Postcode: | Click or tap here to enter text. |
| Type of business or organisation: | Click or tap here to enter text. | Dates | From: | Click or tap here to enter text. |
| To: | Click or tap here to enter text. |
| Position held, course name, volunteer role: | Click or tap here to enter text. |
| Reason for leaving (if applicable): | Click or tap here to enter text. |
| Please give a description of your duties, responsibilities and activities: |
| Click or tap here to enter text. |

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| **Your previous employment or volunteering history** |
| Please give details of your previous work experience (paid and/or voluntary). Do not leave any gaps in your history without explanation. |
| Dates(From/To) | Employer/Organisation & type of business | Brief summary of duties & responsibilities | Reason for leaving |
| Click or tap here to enter text. |  |  |  |
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| **Seeds4Success and you** |
| Please describe here in your own style how well your skills, experience, qualifications and personal qualities satisfy the ‘essentials’ and ‘desirables’ listed in the person specification. Please take them in the order in which they are listed. You may expand on entries in previous sections. |
| Click or tap here to enter text. |
| Please explain why you are applying for this post. |
| Click or tap here to enter text. |

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| **Additional relevant information** |
| Please use this space to add anything else relevant to your application and to the post not covered elsewhere. This may include relevant leisure interests, voluntary and community work, holiday activities, and offices and responsible positions held. |
| Click or tap here to enter text. |

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| **References** |
| Please provide the name and contact details of two referees who have recent knowledge of the applicant and can comment authoritatively upon the competence and experience of the applicant in relation to the post for which the application is being made (character references on their own are not sufficient).Referees should, if possible, be a recent or current employer or, if appropriate, a tutor. A reference from your present employers (if appropriate) will be required. However, they will not be approached without your permission. Names of family members should not be given.In line with the S4S Safer Recruitment Policy and Procedures we will take up references prior to interview. |
| Referee 1 | Referee 2 |
| Name: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. | Postcode: | Click or tap here to enter text. |
| Telephone No: | Click or tap here to enter text. | Telephone No: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |
| Capacity known: | Click or tap here to enter text. | Capacity known: | Click or tap here to enter text. |

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| **Disclosure** |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 & 2020)? The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.Note: If the post for which you are applying is exempt from the provisions of the Act, which will be clearly indicated in the job outline, any convictions, even if they would otherwise be regarded under the Act as ‘spent’ must be disclosed. Any failure to disclose such offences will result in dismissal. No consideration will be taken of any convictions which are not relevant to the job. |
| Yes |[ ]  No |[ ]
| If you answered ‘yes’, please provide details: |
| Click or tap here to enter text. |
| Successful applicants will be asked to complete an enhanced DBS check with the Disclosure and Barring Service. Information can be found on the GOV.UK website. Seed4Success has a written policy on the recruitment of ex-offenders, which is made available to all applicants at the start of the recruitment process. |

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| **Data Protection Statement** |
| Seeds4Success respects your privacy.  The data we gather and hold is managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR).  If appointed, personal information about you may be computerised for personnel/administration purposes. We will not disclose or share personal information supplied by you with any third-party organisation without your consent.  Any data held on you will be used only for the purpose it was requested.  Your personal data will be stored whilst in position at Seeds4Success and for 3 years after unless you request otherwise or there is a legal obligation to do so. Seeds4Success records personal information including addresses, phone numbers, date of birth and availability.  We also keep a record of your work with us in a paper file and on computer.  Such information may be shared between staff members for work reasons, but will not be given to anyone outside Seeds4Success without explicit consent from you (the only exception to this would be as part of a criminal investigation or if requested by the Disclosure and Barring Service as part of an enhanced DBS check). Data you have supplied will be held in a safe, secure, location with access only to those with permission.  You are entitled to request a copy of all the data stored about you, and we will respond to the request within 1 month.  You are also entitled to request that any errors are corrected and for data to be deleted.  These requests can be made by e-mail, phone, text, letter or verbally to a member of Seeds4Success staff. |

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| **Your Signature** |
| I confirm that to the best of my knowledge the information given on this form is true and correct.I understand this information provides part of the basis of any subsequent contract of employment.If sent electronically, without signature, please tick the box to agree to the declaration: [ ]  |
| Signature: |  | Date: | Click or tap to enter a date. |
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| *Applicants may be disqualified if it should become apparent that false answers have knowingly been provided at any point. This role is subject to an enhanced DBS check and two satisfactory references.* |
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| Now please complete the Equal Opportunities Monitoring Form.This form will remain separate from this application form and will not been seen by the interview panel or any person involved in the recruitment process. |