



## 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](mailto:jaki@seeds4success.org.uk)



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

Name:

Position:

Young Listener

Closing date:

Midnight on  
29th November 2021

Interview date:

Evening of Weds 1st & Thurs  
2nd December 2021

Please email completed forms to:

[jaki@seeds4success.org.uk](mailto: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**

## Your personal information

First Name:		Last Name:	
Address:			
Postcode:		Email:	
Home telephone No:		Mobile No:	

## Parent or Carer information (for applicants 17 years of age and younger)

Name:			
Email:			
Home telephone No:		Mobile No:	
Does your parent or carer give their consent for you to apply for this role? (Please tick)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

## Additional information about you

Where did you learn about this post or see it advertised?	
Is there any particular support you need or any adjustments we could make to help you carry out this role?	
Do you currently live in South West Wiltshire? (Please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you available to attend the training day on Saturday 11 <sup>th</sup> December	Yes <input type="checkbox"/> No <input type="checkbox"/>
What are your hobbies and interests, and what do you enjoy doing in your spare time?	

## Your education, awards and qualifications

Please give details of subjects you have studied or being studied, and any awards or qualifications you have achieved or are planning to achieve.

## Your skills and experience

Please give a description of any experience you have of actively listening to others, leading a group and working as part of a team.

## Your employment and volunteering history

Please give details of any employment or volunteering roles you have had.

Dates (From/To)	Employer or organisation and what they do	Brief description of what you do or did

## Additional relevant information

Please use this space to add anything else relevant to your application and to the post not covered elsewhere or to provide more details of an area already covered. This may include relevant leisure interests, voluntary and community work, holiday activities, and any positions of responsibility held.

## 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).

One referee should, if possible, be a recent or current employer or a teacher, tutor or Head of Year. The other can be a character referee (an adult who has known the applicant for a number of years). The referees 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:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email:		Email:	
Capacity known:		Capacity known:	

## Equal Opportunities

Please use this space to describe your understanding of equal opportunities.

## Disclosure (for applicants 16 years of age and older)

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)?

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:

Successful applicants (16 years of age and older) 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.

## 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.

## Declaration and 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.

Signature:

Date:

*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 (for applicants 16 years of age and older) and two satisfactory references.*

Now please complete the Equal Opportunities Monitoring Form.

This form will remain separate from this application form and will not be seen by the interview panel, or any person involved in the recruitment process.