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**Application Pack**

**East Lothian Food Bank**

**Application form**

Please complete all sections of this form.

Please return your completed form to secretary@eastlothian.foodbank.org.uk

**You are kindly asked not to submit your CV.**

If this application form is required in an alternative format, please contact East Lothian Food Bank at secretary@eastlothian.foodbank.org.uk and we will endeavour to assist with your request

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| --- | --- |
| **Post applied for:** Referral Co-ordinator | **Location of post:** East Lothian Foodbank 3 Civic Square, Tranent, East Lothian, EH33 1LH  |
| **Where did you see this post advertised?:**  |

**Personal details** (Please complete all boxes)

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| --- |
| **Title:** Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other (Please specify)**:** |
| **First name/s:** | **Last name:** |

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| --- |
| **Address** |

|  |
| --- |
| **Email address:** |
| **Mobile phone number:** |
| **Home phone number:** |
| **Work phone number:** *Please indicate if we are able to contact you at work.*  |

**Education details and formal and professional qualifications**

Please list the names of the educational establishments you have attended and the qualifications you have obtained. Please list the most recent first.

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| **School/College/University** | **Dates attended** | **Subjects and Grades** | **Date obtained** |
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**Professional qualifications and membership of professional organisations (if appropriate)**

Please list any professional qualifications or membership of professional bodies.

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| **Title of professional qualification** | **Date obtained** |
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| **Professional membership details** | **Reference number** |
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**Continuous professional development and work-related training**

Please list the most resent and appropriate to your

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| --- | --- |
| **Course title** | **Date attended** |
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**Current employment details**

If you are not in current employment, please indicate the most recent.

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| **Name of employer:**  |
| **Address of employer:**  |
| **Job title:**  |
| **Date appointed:**  | **Date left:**  |
| **Current/Final annual salary:**  | **Annual leave entitlement:** |
| **Notice period:** | **Reason for leaving:**  |
| **Brief summary of main duties and responsibilities:** (Please note, the box below will expand as you type)  |

**Previous employment**

Please list your most recent previous employment first.

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| --- | --- | --- | --- |
| **Name of employer**  | **Employment dates**  | **Job title and brief description of main duties**  | **Reason for leaving** |
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**Please explain any gaps in your employment (if applicable)**

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**Additional information to support your application**

Please give brief examples of how you meet the Person Specification and Job Description and why you think you should be considered for this post. This can include examples of your voluntary work and experience.

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| (Please note, the box below will expand as you type)  |

**When could you take up this appointment?**

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**References**

Please give the details of TWO referees, one of which should be your current or most recent employer. Please complete these details as fully as possible.

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| **Details**  | **Reference one** | **Reference two** |
| **Name:**  |  |  |
| **Job title:** |  |  |
| **Organisation:**  |  |  |
| **Address:**  |  |  |
| **Post code:** |  |  |
| **Email address:**  |  |  |
| **Capacity in which they know you:** |  |  |
| **If shortlisted, may we approach this referee before interview?** |  |  |

**Rehabilitation of Offenders Act 1974**

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons who are deemed as vulnerable adults or children. If the post you have applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by East Lothian Foodbank. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

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| **Have you at any time received, or had pending, a court conviction?**  | Yes [ ]  | No [ ]  |
| (If yes, please give details)  |

**East Lothian Foodbank takes the safety of our clients, staff and volunteers seriously. Any offer of employment will be contingent on receipt of a criminal record check from** [Disclosure Scotland](https://www.mygov.scot/organisations/disclosure-scotland/). **We will ask you to make application for a Basic Disclosure on offer.**

**Declaration**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with East Lothian Food Bank will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to East Lothian Food Bank, will render me liable to dismissal without notice.

I confirm that I am entitled to work in the UK.

Data Protection Act - Please note that when you sign this form it gives permission for the application form to be used for recruitment processing. All details will be kept confidential.

If submitting this form by email, please sign to confirm to acknowledge you have read and agree to this declaration.

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| **Signature** |  | **Date** |  |

East Lothian Foodbank employs the best qualified personnel and provides equality of opportunity for the advancement of employees including promotion and training. We aim to prevent any form of discrimination on the grounds of race, ethnic origin, gender, age, sexual orientation, marital status, religion and personal belief or disability.

Should you be invited to attend an interview, please provide details of any specific access requirements required to enable you to attend interview.

**Thank you for taking the time to complete this application form.**