****

**Application for Employment**

**Role: FareShare Community Food Co-ordinator**

**Personal Information**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address |  |
| Postcode |  |

**Contact Details**

|  |  |
| --- | --- |
| Email |  |
| Phone |  |

**Where did you hear about this vacancy?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement in Support of Your Application** demonstrate how you meet the requirements of the person specification, using examples from your experience. Continue on a separate sheet if necessary.

|  |
| --- |
|  |

**Education and Training** start with the most recent and continue on a separate page if necessary.

|  |  |  |
| --- | --- | --- |
| Name of Institution | Dates from to | Qualifications Gained & Grades |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Work Experience (Paid or Voluntary)**starting with the most recent role, tell us about your employment history over the past 10 years.  If you have significant employment gaps during this period, please tell us about your employment history with your last three employers. Please also detail any volunteering experiences. You should explain any gaps in your employment. Continue on a separate page if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer |  | | | |
| Address of Employer |  | | | |
| Start Date |  | End Date |  | |
| Job/ Role Title |  | | Salary |  |
| Main Duties |  | | | |
| Reason for Leaving |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer |  | | | |
| Address of Employer |  | | | |
| Start Date |  | End Date |  | |
| Job/ Role Title |  | | Salary |  |
| Main Duties |  | | | |
| Reason for Leaving |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer |  | | | |
| Address of Employer |  | | | |
| Start Date |  | End Date |  | |
| Job/ Role Title |  | | Salary |  |
| Main Duties |  | | | |
| Reason for Leaving |  | | | |

**Hobbies and Interests -** Optional

|  |
| --- |
|  |

**Potential Start Date** If you are appointed, when could you start?

|  |
| --- |
|  |

**Referees:** please give the names and contact details of two referees, one of which should be your current or immediate past employer. Do not include friends or relatives.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email address |  |
| Phone number |  |
| Relationship to you |  |
| Please tick this box if you give permission for us to approach the referee before an offer is made 🞏 | |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email address |  |
| Phone number |  |
| Relationship to you |  |
| Please tick this box if you give permission for us to approach the referee before an offer is made 🞏 | |

**OTHER INFORMATION**

**Right to Work** Do you have the right to work in the UK?

|  |  |  |
| --- | --- | --- |
| Please choose (x) one answer | Yes | No |

**Criminal Convictions** Do you have any criminal convictions?

|  |  |  |
| --- | --- | --- |
| Please choose (x) one answer | Yes | No |

**If yes, please provide details on a separate Self Disclosure sheet.** Please sign, date and place the Disclosure in a separate envelope marked **Private & Confidential** and hand it in with this form. *This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Therefore, you are required to disclose any convictions against yourself which would otherwise be considered as ‘spent’ in relation to this application.*

In providing this personal data, you agree that EMERGE may hold and use your personal data to consider your suitability to be an employee, to manage your role and to keep in touch with you. This information will be stored by hard copy and on computer files. If you are unsuccessful in this application, your information will be held for 3 months and then destroyed.

**Declaration**

I, the undersigned, declare that the information I have given is to the best of my knowledge, true at the time of application. I understand that if it is subsequently discovered to be false or misleading, I may be regarded as ineligible for recruitment or liable to be dismissed.

I understand that if EMERGE employs me, the information contained in this application may be used for operational, managerial and associated purposes relevant to the payment of remuneration, pensions, and the maintenance of the personnel system. I understand that I must abide by the decision given by the selection committee.

|  |  |
| --- | --- |
| Signed | Date |
|  |  |

Please return your application by email to:

[recruitment@emergemanchester.co.uk](mailto:recruitment@emergemanchester.co.uk)

Put “FareShare Community Food Co-ordinator” in the subject line.

Thank you for your interest in this vacancy.

If you want to speak to us – 0161 223 8200 option 6