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City Gate Community Projects: FareShare Sussex

Job Application form – Please complete and return this form with the equal opportunities form to recruitment@faresharesussex.org.uk

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| Role applied for: |

Surname:

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|  |

First name:

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| --- |
|  |

Address:

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|  |

Telephone: Home/mobile Work

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| --- | --- |
|  |  |

Email address

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**Employment** – Please give details of your employment history. Continue on a separate sheet if necessary.

Please explain any gaps in your employment history

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| --- | --- | --- | --- |
| **Present/Last employer’s name and address** | **Period employed** | Job title, main tasks and responsibilities | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |

**Qualifications (academic/professional)**

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| --- | --- | --- | --- |
| **Place of Education** | **Period of study** | Subject | **Qualifications obtained** |
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|  |  |  |  |

## Training – Please give details of any courses or training that is relevant to your application for this role

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#### **Notice period** - What is your notice period and, if successful, when would you want to start work?

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**Disclosure of Convictions –** Have you ever been convicted of any offence, which is not considered ‘spent’

(if yes, please give details on a separate sheet, Please note that due to the nature of the role we have to carry out DBS checks on staff)

## References – Please give details of two people whom we may contact for references, one of whom should be your present or most recent employer.

|  |  |
| --- | --- |
| Name: | Name: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |
| Address: | Address: |

**Please note FareShare will not approach referees without your permission.**

## Personal Statement – Please use this section to outline how you meet the criteria stated in the Person Specification and Job Description (please use no more than two sides).

I confirm that the details provided to you on this application form are accurate

Signed: Date:

**Data Protection Act 2018**

The information or data which you have supplied on this form will be processed and held on computer, and will also be processed and held on your personal records if appointed. The data may be processed by City Gate Community Projects for the purposes of equality monitoring, compiling statistics, and for keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.