

**EMPLOYMENT APPLICATION FORM**

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| **Role applied for:**  |  |
| **Location:** |  |
| **1.Your personal details:** |
| **Preferred forename(s):**  | **Surname:**  |
| **Title:**  |  |
| **Address** (for correspondence): |
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|  |
|  |
|  |
| **Postcode:**  |
| **Mobile:**  | **Telephone No. (day):** | **Telephone No (eve):** |
| **Is there a best time to call?**  | **Is there a best time to call?**  | **Is there a best time to call?** |
| **Email address:**  |
| **Do you hold a full UK driving licence?** YES ¨ NO ¨  |
| **Do you need a work permit for permanent employment in the UK?** YES ¨ NO ¨  |

**2. Access and Inclusion Arrangements:**

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| Farms for City Children operates a guaranteed interview scheme for disabled/D/deaf people (as defined in the Disability Discrimination Act 1995, as amended) who can demonstrate they meet the person specification criteria on the job description.Do you meet the Disability Discrimination Act definition of disability?[[1]](#footnote-1)

|  |  |
| --- | --- |
| Yes  |  |
| No |  |
| Prefer not to say |  |

 Please let us know what you require to enable us to offer you the right support should you be selected for interview: |
|  *The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.*  |

**3. References**

**Please provide the details of two employer referees; one should be your current or most recent employer.**

Your references will only be contacted if you’re successful at interview.

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| **Name:**  | **Name:**  |
| **Relationship to you *(e.g. current employer):***  | **Relationship to you *(e.g. previous employer):***  |
| **Address:** | **Address:**  |
| **Postcode:**  | **Postcode:**  |
| **Telephone:**  | **Telephone:**  |
| **Mobile number:** | **Mobile number:** |
| **Email:**  | **Email:**  |

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| **4. Declaration** |
| I confirm that all of the information contained in this application, to the best of my knowledge, is true and accurate. I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.**Name:**  **Date:**  |

**5. Statement of Application**

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the job description and tell us how your skills and experience match the person specification.

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| **Knowledge and Experience****Professional Skills and Abilities** **Personal Qualities****Other**  |

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**6. Please tell us about your previous jobs, work placements, work experience, voluntary work.**

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

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| **Name and address of organisation and the dates you were there** | **Job title and brief description of responsibilities and duties**  | **Reason for leaving** |
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**7. Please tell us about any qualifications, accreditations or achievements that you feel are relevant to the role you are applying for:**

|  |  |
| --- | --- |
| **Educational history or accrediting organisation** | **Qualifications, accreditations and achievements** |
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1. [↑](#footnote-ref-1)