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**Windmill Hill City Farm application form**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: | Early Years Receptionist/Administrator | Job Ref. Number: | **202305CFS04** |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing date: | Monday 12th June 2023, 5pm |  Interview date: | Wednesday 21st June (times tbc) |

It is important that you read the guidance notes before completing this application form. Please fully complete this form. CVs are not accepted on their own. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE**

## Section 1. Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  |  |
|  | Title | First | Last |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Phone: |  |
| Mobile: |  |
| Work No. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Can we contact you at work? | YES | NO |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No.: |  |  |  |  |  |  |  |  |  |

The Asylum and Immigration Act 1996 prohibits the employment of any person who is not entitled to work within the United Kingdom. Therefore, all successful applicants will be required to produce documentary evidence of their right to work within the United Kingdom, prior to commencement of employment

|  |  |  |
| --- | --- | --- |
| Do you require a work permit to work in the UK?  | YES | NO |

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment**

Please leave this page blank

[When printed for shortlisting, the first page including personal details, will be removed to ensure an equal and fair recruitment process]

## Section 2. Present employment

**Present employment** (if not currently employed, please give details of last employer)

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of notice: (if still employed) |  | Salary: |  |

|  |  |
| --- | --- |
| Brief description of main duties: |  |

Continue on a separate sheet if necessary

|  |  |
| --- | --- |
| Reason for Leaving: |  |

## Section 3. Previous Employment

**Previous employment** (most recent employer first). Please cover the last 10 years and state nature of business.

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |
| --- | --- |
| Summary duties: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |
| --- | --- |
| Summary duties: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/flat |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Postcode |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |
| --- | --- |
| Summary duties: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment: | Start: |  | End: |  |

**Continue on a separate sheet if necessary**

## Section 4. Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | Course | **Qualifications and grades obtained** | Dates |
|  |  |  |  |
| **School** | Subjects | **Qualifications and grades obtained** | Dates |
|  |  |  |  |

**Continue on a separate sheet if necessary**

## Professional, technical or management qualifications

|  |  |
| --- | --- |
| Professional / Technical / Management Qualifications | Course details and dates |
|  |  |
| **Membership of any professional / Technical Associations – Please state level of Membership** |

**Continue on a separate sheet if necessary**

## Section 5. Training and development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

|  |  |
| --- | --- |
| Title of training program or course | Duration of course and date taken |
|  |  |

**Continue on a separate sheet if necessary**

## Section 6. Personal statement

**Abilities, skills, knowledge and experience**

Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

|  |
| --- |
|  |

**Continue on a separate sheet if necessary**

## Section 7. Rehabilitation of Offenders Act (1974)

|  |  |  |
| --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974? | YES | NO |

|  |  |
| --- | --- |
| If yes, please give details / dates of offence(s) and sentence:  |  |

## Section 8. Protecting children and vulnerable adults

The following information may be required if the post you are applying for has a requirement for a DBS police check (previously known as CRB).

**Enhanced Checks Only**

|  |  |  |
| --- | --- | --- |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?  | YES | NO |

## Section 9. Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

|  |  |  |
| --- | --- | --- |
| Do you have a disability which is relevant to the role you are applying for?  | YES | NO |

|  |  |
| --- | --- |
| If yes, please give details:  |  |

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

|  |  |  |
| --- | --- | --- |
| Do we need to make any adjustments in order for you to attend the interview?  | YES | NO |

|  |  |
| --- | --- |
| If yes, please give details:  |  |

## Section 10. References

Please give the names, address and telephone number of three referees. Two should be your most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address: |  |
| Postcode |  |
| Telephone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | YES | NO |
|  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address: |  |
| Postcode |  |
| Telephone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | YES | NO |
|  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address: |  |
| Postcode |  |
| Telephone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | YES | NO |
|  |

## Section 11. Equal opportunities monitoring form

To be used confidentially for recruitment monitoring purposes – this will not be used by the recruitment panel.

|  |  |
| --- | --- |
| Application for the post of:  |  |

Windmill Hill City Farm ltd wants to meet the aims and commitments set out in our equality and diversity policy [GN06]. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say 

If you use your own term please specify here:

**Pronouns** Which pronouns do you like to be know by:

Prefer not to say 

**Are you married or in a civil partnership?** Yes [ ] No [ ] Prefer not to say [ ]

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish  British 

Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian 

Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say 

Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

## Section 12. How did you hear about this Job

If you were referred by a colleague who currently works for WHCF – please provide your colleague’s name and the department that they work in at the farm:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Colleague:** |  | **Dept.**: |  |

If you were not referred by a colleague from WHCF, please tell us where you heard about this job:

## Section 13. Declaration

I declare that to the best of my knowledge, the information I have provided in this application is correct. I understand that Windmill Hill City Farm reserves the right to withdraw any offer of employment, or to terminate my employment if this information is found to be false.

I consent to Windmill Hill City Farm processing my data and personal information,

for the purpose of my application and employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date**: |  |

**Safeguarding Statement**

Windmill Hill City Farm is committed to safeguarding and promoting the welfare all vulnerable groups and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.
All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.