



# Lawrence Weston Community Farm

Saltmarsh Drive Lawrence Weston Bristol BS11 0NJ

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[www.lwfarm.org.uk](http://www.lwfarm.org.uk)

## Guidance for Applicants

Thank you very much for your interest in this position. The following notes will help you to fill in the application form effectively; the numbers relate to the questions on the application form.

### Job Description

Please read the job description carefully to help you decide if you want to apply for the position. It will provide you with a good understanding of the job, the overall purpose of the role and the duties and responsibilities of the post.

### Person Specification

The person specification sets out the various selection criteria against which the selection panel will assess you.

### General Points on Completing the Application Form

- We will shortlist only on the basis of the information on the Application for Employment form.
- Please do not send any further information (for example, a CV). It will not be taken into consideration in the short listing process.
- Please complete the form in black ink or type.
- Please use additional sheets of paper if there isn't enough space on the application form, ensuring that you write the question number and heading at the top of the form.

#### 1. Present or Most Recent Employment

Please give details of your current or most recent employer, your job title, starting date and salary. It is important that you include any voluntary work that you are carrying out in this section. Unpaid work will be given equal consideration to paid employment where it provides you with experience relevant to the job.

#### 2. Previous Employment

Starting with the most recent, please give details of the employer, dates, and position you held in any previous jobs (paid or unpaid) and outline your key duties. We need to be able to see any relevant experience from your previous work.

#### 3. Periods of unemployment

It is essential that you explain any gaps in your employment history, for example, periods of unemployment, care responsibilities, voluntary work or travel.

#### 4. Education and Qualifications

Please list your formal qualifications, training undertaken and any skills you have acquired. We will use this information to see if you meet the person specification requirements.

### **5. Why you are applying for the job**

Please answer this question to explain why you particularly considered coming to work for Lawrence Weston Community Farm and what else you think you might have to offer the organisation (i.e. an interest in, or commitment to community development).

### **6. Supporting Statement**

This is the most important section of the application form. It is your opportunity to explain fully how your skills and experience relate to each of the essential criteria in the person specification. We cannot score you for any criteria missed.

You can show that you meet criteria in other parts of the application form (e.g. Education and Qualifications) but it is helpful if you use this section to give us specific examples to support this information.

### **7. Additional information**

- a. Please state how many days you have had off sick in the last 12 months and the reason(s) for the sick leave. Please do not be put off by this section; most people have very good reasons for absence through sick leave!
- b. Please give details about any disabilities or health conditions that may affect your ability to undertake this work. Please let us know any specific requirements and where possible we will take steps to help disabled people with their applications and to attend interviews, including ensuring accessibility of venue, the provision of sign language speakers or interpreters and increasing the length of the interview.
- c. If yes, please say what and when. Please do not provide details of spent convictions as defined in the Rehabilitation of Offenders Act 1974.
- d. Please answer yes or no.
- e. Please tell us how you found out about this vacancy, (e.g. specify newspaper, vacancy bulletin, website etc). This information will help us to evaluate our marketing and help us to ensure that we are advertising vacancies effectively.
- f. Please tell us when you could start.

### **8. References**

We would like to access at least one reference before the interview. Please provide the name of one person who we may contact immediately if you are invited for interview. Please also include one further person who has agreed to give a reference for you. **One of these must be your current or most recent employer.**

### **9. Declaration**

Please check the information you have given on the application form and sign and date before returning.

### **Returning your Application Form**

Please return a signed and dated copy of your Application Form along with a Monitoring Form to:

office@lwfarm.org.uk

or by post in an envelope marked 'confidential' to:- Ivett Pataki, Administrator  
Lawrence Weston Community Farm, Saltmarsh Drive, Lawrence Weston, Bristol,  
BS11 0NJ.

### **Monitoring Form**

This form will not be seen by the short-listing / interview panel, but will be considered separately by Lawrence Weston Community Farm in relation to our equal opportunities policies and processes. Thank you.