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Description automatically generated

Employment Application Form

This form should be completed in full. You may use additional sheets of paper should there be insufficient space for your responses to any questions.

Your application will be judged solely on the information contained within this document in accordance with the Job Description supplied.

Completed applications should be emailed to info@romsey.foodbank.org.uk.

Or sent via post to:

FAO Beth Tanton

Freedom Church UK

Freedom Centre

Unit 6, Greatbridge Business Park

Budds Lane Industrial Estate

Romsey

SO51 0HA

|  |  |
| --- | --- |
| Position Applying for |  |
| Date |  |

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| Forenames |  | | |
| Address |  | | |
| Post Code |  | | |
| Telephone (Home) |  | Telephone (Mob) |  |
| Email |  | | |
| Have you lived at your address for at least five years? |  | | |

Current Employment or Voluntary Position

|  |  |  |  |
| --- | --- | --- | --- |
| Name, Address & Telephone Number of Current Employer | | | |
|  | | | |
| Position Held |  | Salary |  |
| Start Date |  | End Date |  |
| Brief Description of Duties | | | |
|  | | | |
| Reason for Leaving |  | Notice Period |  |

Previous employment or volunteer experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Employer | Position Held | Salary | Reason for Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Examinations & Subjects Studied | Grade or Award | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Relevant Training

|  |  |
| --- | --- |
| Course Details | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Experience, skills and other information

Using examples to highlight, please state how your experience, developed skills and achievements to date make you a suitable applicant for this position, with particular reference to the Job Description for the position. If required, please use the additional sheet overleaf.

References

Please supply the details of two people we can contact as referees, one of which must be your present or most recent employer.

|  |  |
| --- | --- |
| Name | Name |
|  |  |
| Address | Address |
|  |  |
| Position | Position |
|  |  |
| Telephone Number | Telephone Number |
|  |  |
| Email | Email |
|  |  |

May we contact your referees prior to interview?

Yes No

I certify that the information contained on this application form is accurate and true. I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre employment checks, equal opportunities monitoring, payroll operations and training. (Data Protection Act 2018).

|  |  |
| --- | --- |
| Print name: |  |
| Date: |  |