

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application Form | | | | |
| Application for the post of: Assistant Catering Supervisor | | | | |
| Closing date**: 9am Monday 13th September 2021** | | Interview date: **tbc** | | |
| Notes Do **not** attach a CV as it will not be considered  Complete in black pen or typescript for copying purposes  Answer all questions unless informed they are optional  Personal information is used for monitoring purposes only and will not be used in the sifting of applications | | | | |
| Present or most recent employment | | | | |
| Employer’s name and address: | | Post held: | | |
| Date of starting: | | |
| Date of leaving: (and reason why) | | |
| Period of notice required: | | |
| Brief description of your duties and responsibilities in this post: | | | | |
| Previous employment | | | | |
| Employer | Position / duties and responsibilities | | From | To |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  | |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | | | |
|  | | | | | |
|  |  | |  | |  |
| Education | | | | | |
| Secondary education | | Qualifications gained | | Grade / level | |
|  | |  | |  | |
| Further / higher education | | Qualifications gained | | Grade / level | |
|  | |  | |  | |
| Relevant training courses | | | | | |
| Description of courses undertaken / qualifications obtained | | | | Dates | |
|  | | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| References | | | | | |
| Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your **present employer** (last employer if not currently employed). The second should be a **character reference.** | | | | | |
| Employer reference  Name: | | | Character reference  Name: | | |
| Address: | | | Address: | | |
| Position: | | | Position: | | |
| Telephone number: | | | Telephone number: | | |
| Email address: | | | Email address: | | |
| Can this reference be taken  up before interview? | Yes | No | Can this reference be taken  up before interview? | Yes | No |

|  |
| --- |
| Criminal record |
| Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act 1974. *This post is excepted from the Act and may be subject to a disclosure and barring check in line with our policy on work involving contact with children and vulnerable adults.* |

|  |  |  |
| --- | --- | --- |
| Skills | | |
| Do you hold a full UK driving licence? | Yes | No |
| Does your licence entitle you to drive a minibus? | Yes | No |
| Do you have your own vehicle? | Yes | No |
| Does your licence entitle you to tow a trailer? | Yes | No |
| Do you have a current first aid certificate | Yes, if yes please give title | No |
| In which computer packages are you literate? | | |

|  |  |
| --- | --- |
| Additional information in support of your application | |
| Before completing this section, please read the enclosed job description including the person specification. In this section you should ensure you explain how you meet the essential criteria for the job giving examples from work and /or your personal life experiences which relate to the job description. In addition outline any of the desirable criteria that you meet, also giving examples. A maximum of two A4 pages at font size 12 will be accepted for this section. | |
|  | |
| I confirm that to the best of my knowledge the information given on the whole of this completed application form is correct | |
| Signature: | Date: |
| **Please note that any offer of employment with Staffordshire Wildlife Trust will be subject to references deemed suitable by Staffordshire Wildlife Trust to meet the requirements of the job and a satisfactory Disclosure and Barring check if required for the role.** | |

|  |  |
| --- | --- |
| Personal details | |
| Last name: | First name(s): |
| Address: | Telephone Home:  Daytime:  Email: |
| Do you volunteer with Staffordshire Wildlife Trust? If yes what role do you undertake? | |

**Disability**

Please note that the following questions are asked solely in order that we can understand whether any additional assistance might be necessary to enable you to attend an interview and/or carry out your role, if successful at interview.

Do you consider that you have a disability?

If ‘yes’ please state the nature of your disability

Would you need any special assistance to facilitate you carrying out this role? If so please explain:

Do you need any special assistance in attending an interview? If so please give details:

*(a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities)*

|  |
| --- |
| Where did you see this job advertised? |

|  |
| --- |
| How many days off work sick have you had in the last 12 months? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please note that completion of the following section of the application form is optional. Any information you do provide in this section will be used by us purely for the purpose of equal opportunities monitoring.** | | | | |
| **Ethnicity : please tick one response from one column** | | | | |
| **White** | **Asian or Asian British** | **Black or Black British** | **Mixed** | **Chinese or other ethnic group** |
| White British | Indian | Black or Black British Caribbean | Mixed White and Black Caribbean | Chinese |
| White Irish | Bangladeshi | Black or Black British African | Mixed White and Black African |  |
|  | Pakistani |  | Mixed White and Asian |  |
| Any other White background, please specify | Any other Asian background, please specify | Any other Black background, please specify | Any other Mixed background, please specify | Any other ethnic group please specify |
| Religion:  Sexual orientation:  Gender:  Pronouns: | | | | |

Please return your completed application form, as a Word attachment by email to:

jobs@staffs-wildlife.org.uk

Or by post to:

In Confidence

Mrs Carol Gamble

Head of HR & Support Services

Staffordshire Wildlife Trust

The Wolseley Centre

Wolseley Bridge

Stafford

ST17 0WT

NB if returning by post please be aware that we do not receive our post until after 2pm.