JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application.

Please ensure the finished form is completed and returned by the closing date to

jobs@thecommunityfarm.co.uk

*The Community Farm recognises that the farming and environmental sectors are the least diverse in this country. We aim to be an inclusive employer and organisation. Our approach to hiring is changing as we continue to talk and learn about intersectional privilege and discrimination, and we aspire to support a greater plurality of voices in our organisation as this process continues. It is part of our greater ethical mission to ensure that the environment we create at The Farm is welcoming and supportive; this is something we have always striven to uphold, and something that we are always seeking to improve upon.*

*Information on this first page is to help us improve our recruitment processes, it will be removed from the application and will not be seen by those shortlisting for the post.*

G

***POSITION APPLIED FOR***  FO

|  |  |
| --- | --- |
| Job Title |  |
| Where did you see the post advertised? |  |

***APPLICANT’S DETAILS***

|  |  |  |
| --- | --- | --- |
| ***Title:*** | ***Surname:*** | ***First name:*** |
|  |  |  |

|  |
| --- |
| Home Address: |
|  |
| Postcode: |

|  |
| --- |
| Telephone nos: (please include full STD code) |
| Home: |
| Work: |
| Mobile: |

|  |  |
| --- | --- |
| Email address: |  |

The information supplied in this application form is accurate to the best of my knowledge.

Signed: Date:

*Information on this first page is to help us improve our recruitment processes, it will be removed from the application and will not be seen by those shortlisting for the post.*

***APPLICANT’S DETAILS***

|  |  |
| --- | --- |
| Do you hold a full UK drivinglicence? | Yes/No |
| Are there any restrictions regardingyour employment? e.g do you require a Work Permit? | Yes\*/No\*If you answer Yes please supply details on a separate sheet of paper |
| Would accepting this job require a relocation for you? |  |
| How much notice do you need to give to your current employer? |  |
| How many days have you had off sick in the past 2 years? |  |

***1. EMPLOYMENT RECORD*** ECORD

Please start with your most recent employment. Briefly describe the main duties and

responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills.

1. Current/most recent employer/organisation

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Job Title: | From: To: |
| Brief description of duties: |  |
| Reason for leaving/changing: |  |

2. Current/most recent employer/organisation

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Job Title: | From: To: |
| Brief description of duties: |  |
| Reason for leaving/changing: |  |

3. Current/most recent employer/organisation

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Job Title: | From: To: |
| Brief description of duties: |  |
| Reason for leaving/changing: |  |

4. Current/most recent employer/organisation

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Job Title: | From: To: |
| Brief description of duties: |  |
| Reason for leaving/changing: |  |

3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college/university/training body | Subject studied  | Qualification/ Level | Dategained4. TRAIN |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of two sides of A4 paper.

After reading the Job Description carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post.

|  |
| --- |
|  |

. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

|  |
| --- |
| Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email: |

|  |
| --- |
| Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email:  |

*. CRIMINAL CONVICTIONS*