****

|  |
| --- |
| **Application form for position of** |

**Guidelines for completing the application form.**

### Personal Details

Please ensure this information is accurate and clear in order that we may contact you should you be shortlisted.

### Referees

The referees you nominate should, where possible, include your line managers from your current job. It would be helpful if at least one referee could reflect on church involvement.

**Education and Training**

List relevant education, training and qualifications.

**Employment History**

Please list the jobs you have held over the last ten years, starting with the most recent.

**Information in support of your application**

By looking at the person specification, give examples of how you meet the criteria and how this is relevant for this application. Examples can be taken from work, volunteering, community, extra-curricular activities, etc.

#### Declarations

#### Please sign and date the application form at the appropriate point above to certify that the information you have given is correct.

#### Cover letter

#### Please include a brief cover letter with your application summarising why you are interested in this role and what you believe you might bring to this role.

#### Making your application

Completed application forms together with a cover letter should ideally be sent by email to: [manager@ribblevalley.foodbank.org.uk](mailto:manager@ribblevalley.foodbank.org.uk)

All applications must be with the Trustees by no later than **12 noon on Monday 11 September 2023.**

Short-listing will follow shortly after the closing submission date, and interviews are planned to before the end of September.

*If you have any specific questions or need clarification, please contact*[manager@ribblevalley.foodbank.org.uk](mailto:manager@ribblevalley.foodbank.org.uk)

***Please complete this document, extending or reducing the boxes and using additional sheets as necessary.***

**PERSONAL DETAILS**

|  |
| --- |
| Title |
| Surname |
| Forename(s) |
| Address    Post code |
| Email |
| Telephone |
| Mobile phone |

|  |
| --- |
| **REFEREES (ideally one from work and one from your church)** |
| **1.** |
| Name and Title |
| Organisation and Position |
| Address    Post code |
| Telephone |
| Email |
| **2.** |
| Name and Title |
| Organisation and Position |
| Address        Post code |
| Telephone |
| Email |

**EDUCATION AND TRAINING**

Based on the job description please provide details of all relevant education, training, and any relevant professional qualifications.

|  |
| --- |
|  |

**RECENT EMPLOYMENT HISTORY**

Starting with your current/most recent appointment, indicate what you have done in the last **10 years**. Please include the name and full address of previous employers.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Start and leave date | Post held and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Looking at the role description and person specification, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc.

I confirm that the information given on this form is correct and understand any incorrect information

given may lead to dismissal.

**Signed** **Date**