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| **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

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

***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  |

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| **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.

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**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.

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| --- | --- | --- | --- |
| 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**