

Bournemouth Foodbank Application Form

All personal details contained on this top sheet are removed before shortlisting. Therefore, please do not add your name to any other sheets.

Post applied for: _____

Personal details

First name: _____

Surname: _____

Address: _____

Telephone: _____

Mobile _____

Email _____

Do you require a work permit to work in the UK? ☐ Yes ☐ No (Asylum & Immigration Act 1996)

Referees

Please supply the names, full postal address and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

Name: _____

Job title: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Job title: _____

Address: _____

Phone: _____

Email: _____

May we approach this person
before the offer of the post? ☐ Yes ☐ No

May we approach this person
before the offer of the post? ☐ Yes ☐ No

If you are in employment, how long is your notice period? _____

Signed: _____

Date: _____

Privacy Notice: The information in this form will be used by authorised Bournemouth Foodbank staff to evaluate your suitability as a candidate. If your application is unsuccessful, your personal data will be destroyed three months after the end of the recruitment process. Data in the equal opportunities monitoring section of the form will be anonymised and analysed to improve our recruitment processes. If your application is successful, your personal data will be held. We will regularly review the personal data we possess, to ensure that it is still required.

Current or most recent employment

Name of organisation:	
Job title:	
Start date:	
Leaving date, if not currently working:	
Please give a brief outline of your responsibilities:	
What is/was your reason for leaving or seeking other work?	

Previous employment

Please give details of any further employment experience you have had with the most recent post first (freelancers with a large number of short term contracts may wish to select their most relevant work experience, or copy/paste from a CV). Please continue on separate sheets if necessary.

Dates:	Name and address of organisation:	Job title	Main responsibilities:	Reason for leaving:

Educational achievements and qualifications

Dates:	Establishment:	Course:	Qualification:

Please detail any additional vocational qualifications you may have, any relevant training courses you have attended and any other experiences you may have had, that you think might be beneficial in this job.

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Supporting information – experience, skills and interests

Please explain why you have applied for this post, providing details of your skills and experience and demonstrating your suitability in reference to the person specification. Please do not write more than 2 pages. If you are or have been homeless please make us aware of this in this statement.

Equal opportunities monitoring form

Bournemouth Foodbank collects statistical data on those who work with the company. This form is not used as a part of the recruitment and selection process, but is removed on receipt and used for analysis only.

Please mark as appropriate:

Gender

☐ Female ☐ Male ☐ Transgender ☐ Other ☐ Prefer not to say

Ethnic background

The following descriptions are based on those recommended by the Commission for Racial Equality. Please choose the words that best suit you to describe your ethnic background.

Black: ☐ British ☐ African ☐ Caribbean ☐ Other (please specify)

☐ East Asian ☐ Chinese ☐ South Asian ☐ Bangladeshi ☐ Indian ☐ Pakistani

White: ☐ English ☐ Scottish ☐ Welsh ☐ Irish ☐ Other (please specify)

☐ Mixed heritage ☐ Any other background (please specify)

Disability

We are working to implement the Disability Discrimination Act, which defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? ☐ Yes ☐ No

Marketing information

Where did you first hear about this job?

☐ Charity Jobs ☐ Homeless Link
☐ BFB Website ☐ BFB emails ☐ Other emails
☐ BFB Facebook ☐ BFB Twitter ☐ BFB Instagram
☐ Facebook groups ☐ LinkedIn ☐ Word of mouth
☐ Other (please specify) _____

Criminal record declaration form

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records.

Bournemouth Foodbank is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

Whether the conviction is relevant to the position applied for.

The seriousness of any offence revealed.

The age of the applicant at the time of the offence(s).

The length of time since the offence(s) occurred.

Whether the applicant has a pattern of offending behaviour.

The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.

Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Surname:		Forename:	
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This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact **Nacro** for further advice.

Do you have any unspent convictions? ☐ Yes ☐ No

If you have answered yes, you now have two options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction separately_____ (Please mark with an X if appropriate.)

Declaration

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Bournemouth Foodbank.

Signed_____ Date: _____