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| Role Applied for: | **Administrator** |

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| Stoke-on-Trent Foodbank Application Form |

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| --- | --- | --- | --- |
| Closing Date: | Monday 8th May | Interview Date: | Thursday 11th May |

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| --- |
| Please complete this form fully using black ink or type. C.V.s are not accepted. Applications received after the closing date will not normally be considered. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

|  |  |
| --- | --- |
| **Home Telephone No:** |       |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |       |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |       |

|  |  |
| --- | --- |
| **E-mail address:** |       |

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| Section 2 Present Employment |
| **Present Employment** (If now unemployed give details of last employer) |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

|  |  |  |
| --- | --- | --- |
| Post Title: |       | **Start date:** |
| **End date:** |

|  |
| --- |
|  |
| Department / Section: |       |

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| --- |
| **Brief description of duties:** |
|       |
| Continue on a separate sheet if necessary |

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| --- | --- |
| **Reason for leaving**(if no longer employed)**:** |       |

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| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years. |
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|  |  |
| --- | --- |
| Name of Employer: |       |

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

|  |  |  |
| --- | --- | --- |
| Position Held: |       | **Start date:** |
|  | **End date:** |

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| --- |
| **Summary of duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |
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| --- | --- |
| Name of Employer: |       |

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

|  |  |  |
| --- | --- | --- |
| Position Held: |       | **Start date:** |
| **End date:** |
|  |

|  |
| --- |
| **Summary of duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |
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| --- | --- |
| Name of Employer: |       |

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

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| --- | --- | --- |
| Position Held: |       | **Start date:** |
| **End date:** |

|  |
| --- |
| **Summary of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |
| Continue on a separate sheet if necessary |

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| Section 4 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses. |

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| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|       |       |
|  |  |
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| Continue on a separate sheet if necessary |

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| Section 5 Personal Statement |
| Please use this section to explain in detail how you meet the requirements of the Person Specification. You may wish to use the table provided. You are expected to demonstrate here how you meet the Person Specification for the job. If you are or have been involved in voluntary/unpaid activities, please also include this information.  |

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| **Requirements** | **Essential** | **Desirable** | **Include relevant experience, skills, training etc. you have relevant to requirements**  |
| Skills / Experience / Knowledge | An understanding of the issues relating to the beneficiaries of the Stoke-on-Trent Foodbank | √ |  |  |
| The ability to work with and motivate individuals and volunteers |  | √ |  |
| Experience of working with vulnerable people |  | √ |  |
| Developed organisational, administrative and monitoring skills, accuracy and attention to detail | √ |  |  |
| Excellent written and oral communications skills | √ |  |  |
| Experience of maintaining administrative records, providing statistical information, including keeping audit trails as necessary | √ |  |  |
| A knowledge of the various agencies and partnerships which work within communities  |  | √ |  |
| Excellent IT Skills: word-processing, spreadsheets, database, emails, powerpoint etc | √ |  |  |
| Driver with a clean driving licence |  | √ |  |
| Personal Qualities | Agree and support the values of the Stoke-on-Trent Foodbank | √ |  |  |
| Self-motivated and able to work under own initiative as well as within a team | √ |  |  |
| Sensitive to, and able to respond appropriately to, the needs of people | √ |  |  |
| Ability to work under pressure and to deadlines | √ |  |  |
| Willingness to work flexibly with a ‘can do’ attitude | √ |  |  |
| Value and respect all the people who come into contact or work within the Stoke-on-Trent Foodbank | √ |  |  |
| Willingness to offer additional voluntary time |  | √ |  |
|  | Continue on a further sheet if necessary |

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| **Section 6 Rehabilitation of Offenders Act (1974)** |

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| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offenders act 1974, that Stoke-on-Trent is legally entitled to know about. | Yes | [ ]  | No | [ ]  |

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| If yes, please give details / dates of offence(s) and sentence: |
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| **Section 7 Protecting Children and Vulnerable Adults** |

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| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this role? | Yes | [ ]  | No | [ ]  |

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| **Section 8 Disability Discrimination Act** |

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| This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. |

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| --- | --- | --- | --- | --- |
| Do you have a disability which is relevant to your application? | Yes | [ ]  | No | [ ]  |

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| If yes, please give details: |
|       |

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| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

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| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes | [ ]  | No | [ ]  |

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| --- |
| If yes, please give details: |
|       |
|  |
| **Section 9 References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | **Name:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |       | **Position (job title):** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |       | **Work Relationship:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |       | **Organisation:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

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| --- | --- | --- | --- |
| Telephone No: |       | **Telephone No:** |       |

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| --- | --- | --- | --- |
| E-mail: |       | **E-mail:** |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  | Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  |
| **I hereby certify that:*** **all the information given by me on this form is correct to the best of my knowledge**
* **all questions relating to me have been accurately and fully answered**
* **I possess all the qualifications which I claim to hold**
* **I have read and, if appointed, am prepared to accept the conditions set out in the role description.**

**Signed:****Dated:** |

**Please return to: Anna Willcocks, Foodbank Office, Hanley Community Fire Station, Lower Bethesda Street, Hanley, ST1 3RP**

 **Please ensure that you make the envelope PRIVATE & CONFIDENTIAL**

 **Or email to anna@stokeontrent.foodbank.org.uk**