



Role Applied for:

Bid Writing and Business Development Lead

# STOKE-ON-TRENT FOODBANK APPLICATION FORM

Closing Date:

15/12/2024

Interview  
Date:

19/12/2024

Please complete this form entirely using black ink or type. CVs are not accepted, and applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

## Section 1 Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

Home Telephone N<sup>o</sup>:

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

## Section 2 Present Employment

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

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

<input type="text"/>	<b>Start date:</b>
	<b>End date:</b>

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

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

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state the nature of the business - if not the public sector.

**Name of Employer:**

**Address:**   
 **Postcode**

**Position Held:**  **Start date:**   
 **End date:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**   
 **Postcode**

**Position Held:**  **Start date:**   
 **End date:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**   
 **Postcode**

**Position Held:**  **Start date:**   
 **End date:**

**Summary of duties:**

**Reason for leaving:**

Continue on a separate sheet if necessary

## Section 4 Education

Please provide details of your education history and qualifications starting with the most recent.

From	To	Establishment	Subjects, exams taken, results and qualifications

## Section 5 Training and Development

Please provide details of any training and development courses or non-qualification courses that support your application. Include any on-the-job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Continue on a separate sheet if necessary

## Section 6 Personal Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Personal Specification. You will need to demonstrate here how you meet the criteria of the role. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

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

If yes, please give details/dates of offence(s) and sentence:

## Section 8 Protecting Children and Vulnerable Adults

Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for this role? Yes  No

## Section 9 Disability Discrimination Act

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.

Do you have a disability which is relevant to your application? Yes  No

If yes, please give details:

**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.**

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

If yes, please give details:

## Section 10 References

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.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N <sup>o</sup> :	<input type="text"/>	Telephone N <sup>o</sup> :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

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: - Corrine Boden (Director of services), Foodbank Office, Magdalen Road, Blurton, Stoke-on-Trent, ST3 3HS  
Please ensure that you make the envelope PRIVATE & CONFIDENTIAL  
Or email to [corrine@stokeontrent.foodbank.org.uk](mailto:corrine@stokeontrent.foodbank.org.uk)  
Mobile 07732351898

### Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act.

The Stoke-On-Trent Foodbank will use the information you provide on this application form for recruitment purposes to determine your suitability for the post you are applying

for. It will not be shared with any third parties and will be securely stored. Further information can be found in our Privacy Policy.

Individuals have the right to access personal data held about them on written request. If you are unsuccessful, Stoke-On-Trent Foodbank will hold your application form for 12 months and then safely destroy it.

## **Continuation Sheet**



