



# APPLICATION FORM

**Luton Foodbank Ltd**

## Completing your application form

### Please note the following points before completing your application form

Keep a copy of your application form for your own information when you return it to us.

Give as much information as you can about why you think you are suitable for the job and how you meet the necessary criteria.

Please remember to make sure you have included evidence to show how you meet **all** the essential criteria listed in the Person Specification or you will not be short-listed.

Applications made by CV will not be shortlisted – you **must** complete this application.

Please complete the Equal Opportunity Monitoring section and sign the declaration at the end of the form.

Use additional sheets as necessary and make sure they are securely attached to your form and are noted with the position you are applying for.

Return your form to Luton Foodbank Ltd, Unit 3, High Town Enterprise Centre, York Street, Luton, Bedfordshire, LU2 0EZ on or before the closing date, applications received after the closing date, or incomplete applications, may not be accepted.

Please keep free the interview date that is mentioned in either the job advert or other information sent to you. We may not be able to provide alternative dates.

Please ensure that any gaps in your employment or educational history since leaving secondary school are fully explained.

### Person specification

The 'person specification' lists what is required of a candidate to enable them to do the job applied for and whether those requirements are 'essential' or 'desirable'.

**Essential requirements** - without which candidates will be rejected.

**Desirable requirements** - used for choosing between two good candidates.

### Your application form

The Equal Opportunity Monitoring Form (Section E) is removed from your form before being passed to the short-listing or interview panel. This section is for our records and monitoring purposes only.

All other sections are passed to the short-listing and interview panel. If you are selected for interview, you will be asked to confirm the information you have given on your Criminal Conviction Form. If appointed, the manager will discuss the relevance or otherwise of any conviction with an HR Adviser.

In the interests of economy, completed application forms will not be acknowledged. If you have any queries concerning your application, please contact [admin@lutonfoodbank.org.uk](mailto:admin@lutonfoodbank.org.uk). Only short-listed applicants will be contacted. Therefore, if you do not receive any further communication from us within 4 weeks of the closing date, you may assume you have not been short listed for the position on this occasion.

**Section A**      Personal details

**Job details**

Position applied for

Closing date

Please tell us where you saw this post advertised

**Personal details**

Title e.g. Mr, Mrs, Miss or Ms

First name(s)

Surname (family name)

State any previous name(s) you have been known by e.g. maiden name, married name or aliases

Previous name(s)

Date(s) changed

Why changed

Address

Mobile telephone number

Daytime telephone number (including code)

Email address

Evening/weekend telephone number (including code)

**Immigration status**

Are you entitled to take up employment in the UK?  
*Proof may be asked for at interview.*

Yes

No

Please state clearly if you require a work permit or give the terms of your visa and expiry date

**Driving licence**

Please complete this section only if this job requires you to drive

Do you hold a current driving licence?

Yes

No

**Section B** Education and Employment

**Education and Qualifications**

Please list all educational qualifications and training relevant to this post  
*Proof may be asked for at interview. Please use additional sheet if required.*

	Date	Result/Level

**Current employment**

*If you are not currently employed, please give details of your most recent employment*

Employer's name and address

Position

Postcode

Date from

Date until

Hours per week

Annual salary

Notice required

Reason for leaving

Brief description of duties

Apart from this post do you have another job?

Yes

No

**Previous employment**

Please give details of **all** employment, the most recent first. You must account for **all periods** of employment, career breaks, periods of unemployment, education and voluntary work since leaving secondary school without any gaps. Please use additional sheets if required.

Employer's name and location	Date to nearest month		Salary/grade	Position and main responsibilities	Reason for leaving
	From	To			

## Referees

Please give the name and address of two referees who can verify your employment record - one should be your present or most recent employer. If you have not been in paid employment, please give the name and address of two heads of any education or training establishment or managers of any voluntary group (or both) that you have worked for. Personal references are acceptable only if work references are not available.

The council has to undertake certain enquiries relating to the appointment of staff working with children, the elderly and people with a disability. You must be prepared to accept that if short-listed, your present employer and/or immediate past employer (or last employer relating to the relevant client group) may be contacted. Will you please therefore indicate the full name and address of your present employer and/or past employer, as well as the other referee you nominate. Applications will not be considered if this information is not given.

Name	Name
<input type="text"/>	<input type="text"/>
Relationship to you (e.g. manager)	Relationship to you (e.g. work colleague)
<input type="text"/>	<input type="text"/>
Business address	Business address
<input type="text"/>	<input type="text"/>
Postcode	Postcode
Telephone number (Including code)	Telephone number (Including code)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please make sure that your referees are happy for us to contact them. Please tick this box if you do not wish us to contact your referees without your permission.

## Arrangements for interview

Please give any dates when, if short-listed, you would not be available to attend an interview

Please indicate whether you need any arrangements to be made if you are invited for an interview  
e.g. wheelchair accessible location, induction loop in the interview room, etc.

## Section C Experience and relevant skills

Tell us how you meet the essential requirements of the job. Please refer to the person specification for more information.

Please use additional sheets if required, ensuring they are securely attached and noted with your name and the position of the job you are applying for.

The 'person specification' lists what is required of a candidate to enable them to do the job and whether those requirements are 'essential' or 'desirable'. You **must demonstrate how you meet** all the **essential requirements** in order to do the job.

The **shortlisting panel will decide** who to invite to interview **by comparing section C with the 'person specification'**.

It is extremely important that you give as many clear examples as you can detailing how you specifically meet the requirements of the job. Make sure you include all relevant experience, knowledge or skills, this includes voluntary or unpaid work. It is advisable to address each of the essential requirements separately. Please use the headings in the table which relate to the person specification to ensure you cover all the required criteria.

**Experience:**

**Skills/ Abilities:**

**Equality Issues:**

**Education and Training:**

## Declaration

I declare that the information I have given is correct, and give my consent for it to be used for monitoring purposes and understand that this information may be checked for accuracy against information held by other institutions and/or government departments, such as UKIS and the Home Office. I realise that false information or omissions may lead to dismissal without notice.

Signature

Date

If your application is unsuccessful, we will keep this form for 12 months and use its information solely to fulfil our Statutory duties and our own policies

**Section D** Disclosure of criminal convictions

This form must be completed and returned by all applicants, or we cannot consider your application

To apply for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

- 1 Please read carefully the notes on page 9 and then enter any unspent convictions below
- 2 **You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands if you are applying for a job in one of the following areas:**

- Accountancy
- Social services
- Education service

- Legal
- Youth service
- Parking enforcement

- Nursing
- Leisure

Or, if the job means that you are likely to be in regular contact with the following groups of people:

- Under 18 year-olds
- Over 65 year olds

- Those with a mental impairment
- Those with a sight, hearing or speech impairment

Position applied for:

Do you have any criminal convictions to declare?

Yes

No

If yes, please complete below

Offence

Date of Conviction

Sentence

**Further information in relation to any conviction may be required at interview.**

I declare that I have provided all the information required and that the information I have given is correct. I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice.

Signature

Date

**Section D** Disclosure of criminal convictions continued

You must disclose all 'unspent' convictions and 'spent' convictions for certain jobs (Item 2, previous page)

Details of relevant convictions and time periods are as follows:

<b>Sentence</b>	<b>Becomes 'spent' after</b>
Sentence of imprisonment or youth custody exceeding 6 months but not exceeding 30 months	10 years
A sentence of imprisonment or youth custody not exceeding 6 months	7 years
A sentence of borstal training	7 years
A fine or other sentence, not otherwise covered in this chart, such as a compensation or community service order or a probation order received on or after 3 <sup>rd</sup> February 1995	5 years
An absolute discharge	6 months
A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland)	1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3 <sup>rd</sup> February 1995
Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces	10 years
Simple dismissal from the armed forces	7 years
<b>Detention by direction of the Home Secretary</b>	
A detention period exceeding 6 months but not exceeding 30 months	5 years
A detention period not exceeding 6 months	3 years
A detention care order	3 years
A remand home order, an approved school order or an attendance centre order	The period of the 'order' plus a further year after the order expires
A hospital order under the Mental Health Acts	The period of the 'order' plus a further 2 years after the order expires, with a maximum of 5 years from the date of conviction
<b>Sentence exceeding 30 months</b>	
A sentence of imprisonment or youth custody more than 30 months	Never becomes 'spent'

**Further notes**

If you were under 17 years of age on the date of your conviction, please halve the period shown in the right-hand column. This does not apply to sentence under the heading 'Detention by direction of the Home Secretary'

For the purpose of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

When applying for some job **you must** also declare spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands. If you are employed, failure to declare or falsification of information will result in your dismissal without notice.

**Section E** Equal Opportunity Monitoring

*This section will not be passed to the short-listing panel*

Position applied for

Date of birth

Your full name

Female

Male

**Ethnic classification - I would describe myself as:**

Asian or Asian British	Black or Black British	Chinese or Other Ethnic Group	Mixed	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>		White & Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Kashmiri <input type="checkbox"/>	Any other Black background – please specify	Other – please specify	White & Asian <input type="checkbox"/>	Any other White background - please specify
Bangladeshi <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Any other mixed background - please specify	<input type="text"/>
Any other Asian background - please specify			<input type="text"/>	
<input type="text"/>				

**Disability**

Do you consider yourself to be disabled under the Disability Discrimination Act 1995?

*Candidates with a disability, who can demonstrate that they meet all the 'essential' requirements of the 'person specification', are guaranteed an interview.*

Yes  No

If yes, how would you describe your disability?

Physical impairment, such as using wheelchair to get around and/or difficulty using arms

Mental health condition, such as depression or schizophrenia

Sensory impairment, such as being blind/having a serious visual impairment or deaf/having a serious hearing impairment

Learning disability (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)

Long standing illness or health condition

Other

Please Specify

**Sexuality - I would describe myself as:**

**Lesbian** – A women who is sexually and emotionally attracted to women

**Bi-sexual** – A person who is sexually and emotionally attracted to people of either sex

**Gay Man** – A man who is sexually and emotionally attracted to men

**Heterosexual** – A person who is sexually and emotionally attracted to people of the opposite sex

**Prefer not to say**

**Religion/faith/belief - I would describe myself as:**

Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>
Sikh <input type="checkbox"/>	None <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other (Please specify) <input type="text"/>	