

APPLICATION FORM

Luton Foodbank Ltd

Completing your application form

Please note the following points before completing your application form

If completing the form manually, please use black or dark blue ink.

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 short-listed – you **must** complete this application form.

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

Use additional sheets as necessary, and make sure they are securely attached to your form.

Return your form to us on or before the closing date. Applications received after the closing date, or are incomplete, may not be accepted.

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 Dharmi via DharmiP@lutonfoodbank.org.uk or phone 01582 725 838.

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

National insurance number

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

Postcode

Position

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 names and addresses 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.

Name	Name
Relationship to you *(e.g., manager)*	Relationship to you *(e.g., work colleague)*
Business address Postcode	Business address Postcode
Telephone number *(Including code)*	Telephone number *(Including code)*

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 be unavailable for 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** of the job.

The **short-listing 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 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 cont

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

Details of relevant convictions and time periods are as follows:

Sentence	**Becomes 'spent' after**
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 3rd 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 3rd February 1995
Cashiering, discharge with ignominy, or dismissal with disgrace from the armed forces	10 years
Simple dismissal from the armed forces	7 years
Detention by direction of the Home Secretary	
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
Sentence exceeding 30 months	
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 purposes of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

When applying for some jobs, **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

- Indian ☐
- Pakistani ☐
- Kashmiri ☐
- Bangladeshi ☐
- Any other Asian background - please specify

Black or Black British

- Caribbean ☐
- African ☐
- Any other Black background – please specify

Chinese or Other Ethnic Group

- Chinese ☐
- Other – please specify

Mixed

- White & Black Caribbean ☐
- White & Black African ☐
- White & Asian ☐
- Any other mixed background - please specify

White

- British ☐
- Irish ☐
- Any other White background - please specify

Disability

Do you consider yourself to be disabled under the Disability Discrimination Act 1995? Yes ☐ No ☐

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

If yes, how would you describe your disability?

- Physical impairment, such as using wheelchair to get around and/or difficulty using arms ☐
- Sensory impairment, such as being blind/having a serious visual impairment or deaf/having a serious hearing impairment ☐
- Long-standing illness or health condition ☐
- Mental health condition, such as depression or schizophrenia ☐
- Learning disability (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury) ☐
- Other ☐

Please Specify

Sexuality - I would describe myself as:

- **Lesbian** - A woman who is sexually and emotionally attracted to women ☐
- **Gay man** - A man who is sexually and emotionally attracted to men ☐
- **Prefer not to say** ☐
- **Bisexual** - A person who is sexually and emotionally attracted to people of either sex ☐
- **Heterosexual** - A person who is sexually and emotionally attracted to people of the opposite sex ☐

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

- Christian ☐
- Buddhist ☐
- Hindu ☐
- Jewish ☐
- Muslim ☐
- Sikh ☐
- None ☐
- Prefer not to say ☐
- Other (Please specify)