

## Application for Employment

Please complete this form and send it, along with your CV to [manager@salisbury.foodbank.org.uk](mailto:manager@salisbury.foodbank.org.uk)

Alternatively, post or hand deliver to the above address.

Role applied for:	<b>Foodbank Office Assistant</b>
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### Personal details

First Name:	
Surname:	
Address:	
Postcode:	
Contact number:	
Email:	

Do you have the right to work in the UK? YES ☐ NO ☐ If no, please give details:

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### Employment details

Current employer:	
Position in organisation:	
Notice period:	

Please give a brief outline of the responsibilities associated with your role:

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**Explain your interest in the advertised position and give details of any relevant experience and achievements:** *please continue on an extra page if necessary.*

## **Criminal convictions**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) states that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If your application is successful for interview stage, we will invite you to complete a criminal record declaration form.

## **References**

Please give details of two people who are prepared to provide you with a reference, one of which must be academic or employment-related, the other personal (but not a friend or relative). If this is not possible, please provide two personal references.

### **Referee 1**

Name:	
Address:	
Contact number:	
Email:	
Relationship:	

### **Referee 2**

Name:	
Address:	
Contact number:	
Email:	
Relationship:	

## **Data protection statement**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

Salisbury Foodbank treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our privacy statement.

## **Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give Salisbury Foodbank the right to terminate any employment offered. I understand that any offer of employment is subject to Salisbury Foodbank being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_