# VCFA - LogoApplication for Employment

**Important Notes:**

Please read the guidance notes before completing this form**.**

Sections A to C will be detached from the rest of the application and that information will not be available to the shortlisting panel.

We do **not** accept CVs. We accept e-mailed applications; a signed copy will be required if short-listed for interview. Please e-mail completed applications to sharon.gill@buryvcfa.org.uk or by post (marked as private and confidential) to: Sharon Gill, Bury VCFA, 3rd Floor, St. John’s House, 155 – 163 The Rock Bury BL9 0ND.

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| --- | --- |
| **POST APPLIED FOR**: | **Beacon Service – Social Prescribing Link Worker** |

**SECTION A - PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename(s) |  | Surname(s) |  |
| Address |  |
|  |
|  | Postcode |  |
| Home Tel. |  | Mobile |  |
| E-mail |  |

**SECTION B - HEALTH INFORMATION -** Applications from candidates with disabilities are welcomed and we will make every effort to ensure a fair selection process.

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| Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview: |
|  |
| Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties: |
|  |

## SECTION C - GENERAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you currently eligible for employment in the UK? (please tick ) | Yes |  | No |  |
| (You will be required to provide proof of this before commencing employment) |
| **Rehabilitation of Offenders Act 1974** |
| Do you have any criminal convictions excluding those spent (please tick ) | Yes |  | No |  |
| If yes, please give details of the conviction(s) and date(s) |

**SECTION D - EDUCATION AND TRAINING**

|  |  |
| --- | --- |
| **School/College/University** | Qualifications Gained and Date Awarded |
|  |  |

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| --- |
| **Other Relevant Training Courses relevant to this application**  |
| Subject | Date |
|  |  |

**SECTION E - EMPLOYMENT RECORD**

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| **Present or Most Recent Employment** |
| Name of employer |  |
| Address |  |
|  | Post Code |  |
| Start Date |  | End Date |  |
| Notice Period |  | Salary |  |
| Reason for Leaving |  |
| Please give a brief outline of your duties and responsibilities |
|  |

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| **Previous Employment**  |
| **Employer Name & address and nature of business** | **Dates** | **Post title and brief details****of main duties** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

SECTION F - SUPPORTING STATEMENT

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| **In this section please tell us how you match the person specification citing relevant and specific examples from your education, home life or hobbies, as well as work experience. Supply other relevant details in support of your application and describe the contribution you would make to VCFA.**  |
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| Relevant Community/Voluntary Experience: |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a current driving licence? (please tick ) | Yes |  | No |  |
| Do you have access to a car? (please tick ) | Yes |  | No |  |

**REFERENCES**

|  |
| --- |
| Please supply full details of two referees whom we may approach, one of whom should be your present or most recent employer and the other a previous employer. If you are self-employed or have not been in employment then please give details of two people who have direct knowledge of your skills and abilities and have known you for at least 3 years. |
| Name |  | Name |  |
| Organisation |  | Organisation |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |
| Can we contact before interview? | Can we contact before interview? |
| (please Tick )  | Yes |  | No |  | (please tick ) Yes  |  | No |  |

|  |
| --- |
| Additional Information - Please include any information not requested that you feel is relevant to your application: |
|  |

DECLARATION

|  |
| --- |
| I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application. I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise Bury VCFA to verify information contained in this application via telephone, e-mail, or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and/or health information should this be necessary for this post. |
| Signature |  | Date |  |

Please return to: sharon.gill@buryvcfa.org.uk

Deadline: Midnight – Sunday, 3rd October 2021

Interviews: Will be conducted on Wednesday, 13th October 2021