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| **sfg-logo-master**  **Marketing and Communications Officer** | |
| **Full name** | |
| **Home Address** | |
| **Telephone number(s) where we can contact you** | |
| **Email address** | |
| **Where did you see this post advertised?** | |
| **Do you have any unspent convictions? Yes / No**  *If yes, please supply details under separate cover to Recruitment,* HRAdmin@[farmgarden.org.uk](mailto:abby@farmgarden.org.uk) *This will not affect your application where not relevant to the job.* | |
| **References** *Please give details of two referees who are willing to support your application. One of these should be your most recent employer.* | |
| **Full name**  **Address**  **Postcode**  **Telephone**  **Email**  **May the above person be approached before any interview? Yes / No**  **How is this person known to you?** | **Full name**  **Address**  **Postcode**  **Telephone**  **Email**  **May the above person be approached before any interview? Yes / No**  **How is this person known to you?** |
| **Declaration** *I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information is correct.*  **Signed** **Date**  If you return this form by email, it will be accepted as signed unless you state otherwise. | |

**This cover sheet will be detached from your application prior to assessment**

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| --- | --- | --- |
| **1. Education and training** *Please give details of any relevant qualifications or training, including any part-time courses. Continue on a separate sheet if necessary.* | | |
| **School / College / Awarding body** | **Qualification** | **Date** |
|  |  |  |

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| **2. Present & previous employment/voluntary work over the past ten** **years** *Relevant employment previous to this may be detailed on a separate sheet.* | | | |
| **Job title** | **Employer** | **Dates** | **Brief summary of duties** |
|  |  |  |  |

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| **3. Please give details of your knowledge, skills and experience relevant to this post**  *Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the job description and person specification. Please give evidence for each point, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue on a separate sheet if necessary.* |

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| **5. Are there areas of responsibility in the job description for which you may require special training or induction?** |
|  |
| Please ensure this form is returned by Midday on 6th June 2022.  **Email to: HRAdmin@farmgarden.org.uk**  This form can be made available in other formats on request |

**Equal Opportunities Monitoring Form**

Social Farms & Gardens are committed to equality of opportunity. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, gender, sexual orientation, marital status, age, race, religion, colour, or nationality.

To help assist SF&G to improve employment practices, all applicants are asked to answer the following questions, voluntarily, by putting a tick in the appropriate box. This information, which will only be used for monitoring purposes, will be treated as confidential and will be made anonymous.

1. **Ethnic Identity:**

Asian Asian British Black African

Black Caribbean Black British Black Other

Mixed Race / Multiple ethic groups White

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say

1. **National Identity:**

English Irish Scottish

Welsh Northern Irish British

European Scandinavian Asian  
  
African   
  
Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say

1. **My gender is:** Female Male

Transgender Non-binary

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say

1. **Do you consider yourself disabled?** Yes No  
     
    Prefer not to say
2. **Are you registered as disabled?** Yes No

Prefer not to say

1. **Please state which age group you are in:**

16 –17 18 – 2526 – 3435 – 44

45 – 5455 – 6465 and over   
Prefer not to say

1. **My sexual orientation is:** Heterosexual Gay / Lesbian Bisexual   
   Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say
2. **Religion and belief:**  
   Islam Judaism Sikhism Hinduism Christianity Atheism Buddhism Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say

Thanks for your time with the above.