|  |
| --- |
| sfg-logo-master**Communications Co-ordinator** |
| **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* *hradmin@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. |

|  |
| --- |
| **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** |
|  |  |  |

|  |
| --- |
| **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** |
|  |  |  |  |

|  |
| --- |
| **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 Person Specification. Please give evidence for each point on the Person Specification, 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.* |

|  |
| --- |
| **4. 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 the deadline to:Email: recruitment@farmgarden.org.ukPost: Social Farms & Gardens, The GreenHouse, Hereford Street, Bristol BS3 4NAThis form can be made available in other formats on request |

**Equal Opportunities Monitoring Form**

**Position: Communications Co-ordinator**

We are committed to equal opportunities. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sexuality, impairment, marital status, sex, age, race, religion, colour or nationality.

To help assist us 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 separated from your application form before candidates are shortlisted.**

1. **Please tick the box corresponding to what you feel to be your Ethnic Group.**  Note: Ethnic Group is not the same as ‘nation of origin’ or ‘race’, but is normally

defined in relation to a people or culture with which a person, or their forebears, are

most strongly identified.

**□** Bangladeshi

**□** Black African

**□** Black European

**□** Black Caribbean

**□** Black Other

**□** Chinese

**□** Indian

**□** Pakistani

**□** White European

**□** White Other

**□** Other (please specify)

**2. My sex is: □**Female **□** Male

**3. Do you consider yourself disabled? □**Yes **□**No

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

**□** 16 –17 **□** 18 –25  **□** 26 – 34

**□** 35 – 44 **□** 45 – 54 **□** 55 – 64

 **□** 65 and over

***For Northern Ireland based roles only***

5. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant Community **□**

I am a member of the Roman Catholic Community  **□**

I am a member of neither the Protestant nor Roman Catholic community **□**