



Dunfermline foodbank  
Dickson House Centre  
Dickson Street  
Dunfermline, Fife  
KY12 7SL

Tel: 07580 231286  
Email: [info@dunfermline.foodbank.org.uk](mailto:info@dunfermline.foodbank.org.uk)

## Application for Employment

Please complete this form and send it, along with your CV and a covering letter explaining why you feel you would be suitable for the role, to [jobs.dunfermlinefoodbank@gmail.com](mailto:jobs.dunfermlinefoodbank@gmail.com). Alternatively, completed paper copies may be sent to the above address.

Role applied for: **FOODBANK ADMINISTRATOR**

### Personal details

First names: \_\_\_\_\_

Surname: \_\_\_\_\_

Known as: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. no: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Employment details

Current employer: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

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

Length of notice required: \_\_\_\_\_

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

**Criminal convictions**

Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974?

*A conviction may not preclude you from consideration for the role, depending on the offence.*

Yes                       No

If yes, please give details:

Your role may bring you into contact with vulnerable adults. Are you willing, if necessary, to undergo a Disclosure Scotland (PVG) Check?

Yes                       No

**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: \_\_\_\_\_  
\_\_\_\_\_

Tel. no: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Referee 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel. no: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**How did you hear about this position?**

Foodbank employee

Email

Foodbank website

Word of mouth

Church

Friend or family member

Other: \_\_\_\_\_

**Data protection statement**

Dunfermline Foodbank is committed to protecting your data privacy and will process your personal data in accordance with the Data Protection Act 2018 and GDPR Regulation. Your data will only be used for purposes relating directly to your employment. It will only be seen by foodbank personnel responsible for your employment.

A full data privacy statement for staff is available from the foodbank on request.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information may result in the termination of any employment offered. I consent to the processing of this data in the consideration of my application, and during the course of my employment if applicable.

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

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

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