



# Community Café Manager

## Application for Employment

Candidate No.:

**Important Notes:** *Please read the guidance notes before completing this form.*

**Sections A to C and Section G (the first and last pages) 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 do accept e-mailed applications to **Sharron@fifevoluntaryaction.org.uk** but a signed copy will be required and must be received within 3 days of the application closing date. Please send completed signed applications, marked as **Private and Confidential** to: **69-73 Crossgate, Cupar, Fife, KY15 5AS.**

**POST APPLIED FOR:**

### SECTION A - PERSONAL DETAILS

Forename(s) \_\_\_\_\_ Surname(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ Mobile \_\_\_\_\_

Telephone No. (Work) \_\_\_\_\_ (if convenient)

E-mail address: \_\_\_\_\_

### SECTION B - HEALTH INFORMATION

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process. 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? Yes ☐ No ☐

(You will be required to provide proof of this before commencing employment)

**REHABILITATION OF OFFENDERS ACT 1974** - If you have previously been convicted of any offences, please give details unless the conviction can be regarded as "spent" in terms of the Rehabilitation of Offenders Act 1974. See the guidance notes for completing this application form for more information. If the position which you have applied for has been assessed as eligible for a Disclosure check, this will also be carried out prior to employment verification.

**SECTION D - EDUCATION AND TRAINING**

Please list examination passes achieved at school or in further education

Qualification / level	Subject	Grade

Please provide details of any higher education undertaken

University or college	Degree or qualification obtained	Duration

Please provide details of any professional qualifications held and not listed above

Qualification	Relevant body	Duration

Other training relevant to this application		
Name of Course	Provided by	Duration

## SECTION E - EMPLOYMENT RECORD

### Present or Most Recent Employment

Name and address of employer \_\_\_\_\_

\_\_\_\_\_

Nature of Business \_\_\_\_\_

Post Held \_\_\_\_\_

Date Appointed \_\_\_\_\_ Date Left (if applicable) \_\_\_\_\_

Salary Scale £ \_\_\_\_\_ to £ \_\_\_\_\_ Present Salary £ \_\_\_\_\_ Notice Period \_\_\_\_\_  
(if applicable)

Reason for leaving/wish to leave \_\_\_\_\_

\_\_\_\_\_

Please give a brief outline of your duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Previous Employment (Please continue on additional sheet if necessary)

Name and address of employer and nature of business	Dates		Post title and brief details of main duties	Reason for leaving
	From	To		

## SECTION F - SUPPORTING STATEMENT

Tell us how you match the person specification citing relevant and specific examples from your work experience. Supply other relevant details in support of your application and describe the contribution you would make to the organisation. (Please continue on a separate sheet if necessary).

**If the person specification for the role applied for requires a driving licence:**

Do you hold a current driving licence? Yes ☐ No ☐

Do you have access to a car? Yes ☐ No ☐

**STORAGE OF SENSITIVE INFORMATION**

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by the **INSERT THE PROJECT/ORGANISATION HERE**.

We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.

I authorise the collection of this information by the **INSERT THE PROJECT/ORGANISATION HERE** so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by the **INSERT THE PROJECT/ORGANISATION HERE**, by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.

Name \_\_\_\_\_ Name \_\_\_\_\_

Organisation \_\_\_\_\_ Organisation \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Relationship to you \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Postcode \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Can we contact before interview? Yes ☐ No ☐ Can we contact before interview? Yes ☐ No ☐

**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. 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 the **INSERT THE PROJECT/ORGANISATION HERE** to verify information contained in this application via telephone, e-mail, fax 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 \_\_\_\_\_

## SECTION G - EQUAL OPPORTUNITIES MONITORING

**INSERT THE PROJECT/ORGANISATION HERE** aims to ensure that individuals are not discriminated against on the grounds of race, colour, culture, ethnic origin, religion, gender, disability, and marital status, responsibility for dependants, sexual orientation or age. In order to monitor our effectiveness of this aim, all job applicants are asked to complete this form. The information will be used for monitoring purposes only.

Please complete all sections of the questionnaire below by placing a tick (✓) or by providing information where appropriate in the classification box applying to you in each section.

### GENDER AND SEXUAL ORIENTATION

	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>					
Lesbian	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Transgender	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>

### AGE

Under 21	<input type="checkbox"/>	22 - 34	<input type="checkbox"/>	35 - 49	<input type="checkbox"/>	50 - 64	<input type="checkbox"/>	65+	<input type="checkbox"/>
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### DISABILITY

Do you have a recognised disability as outlined in the Equality Act 2010, that is, a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?

Disabled ☐ Please state what that disability is:  
Not Disabled ☐

### ETHNIC ORIGIN

Individuals should determine with which of the undernoted categories they most closely associate themselves having regard to their ethnic or cultural background:

White – Scottish	<input type="checkbox"/>	Asian - Indian	<input type="checkbox"/>	Black-Caribbean	<input type="checkbox"/>
White – Other British	<input type="checkbox"/>	Asian – Pakistani	<input type="checkbox"/>	Black – African	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Asian – Bangladeshi	<input type="checkbox"/>	Black – Other	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Asian – Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
Asian – Other	<input type="checkbox"/>				

Position applied for: \_\_\_\_\_

Where did you see the vacancy advertised? \_\_\_\_\_