

**Amelia
Trust
Farm**

CONFIDENTIAL
Application for Employment



**Please complete this form by
word processing, or,
black ink and block capitals**

POSITION APPLIED FOR:

FOR OFFICE USE

Ref:

Date received:

Enclosures:

1. Education

Please give particulars of all courses taken, stating whether full or part time.

Examinations passed with dates and grades

Qualifications/Degrees/Diplomas etc. obtained, with dates

Details of any other relevant qualifications and/or membership of professional bodies

2. Employment record

Please give details of your complete working history, beginning with your most recent employment.

Date employed From To	Employer's name and address, including nature of business	Job title and description of duties
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If space is insufficient attach a separate sheet

3. General information

- | | |
|---|----------|
| a) Do you hold a current driving licence? | Yes / No |
| b) Do you have access to a car which you can use at work? | Yes / No |
| c) Do you have an entitlement on your licence to drive tractors? | Yes / No |
| d) Do you speak Welsh? | Yes / No |
| e) Have you applied for a position with us in the last year?
If 'yes' please give details: | Yes / No |

4. Source of application

How did you hear of this vacancy?

If a press advertisement, which publication?

5. If appointed

When could you take up duties?

6. Knowledge, skills, abilities and experience

Please demonstrate how you meet the criteria laid out in the person specification of the post for which you are applying. We recognise that they may be acquired in many areas of life through paid work, voluntary work or through personal experience.

Please describe the knowledge, skills, abilities and relevant experience that you will bring to the post with examples of how you have previously used them.

Please continue overleaf

I confirm that the information I have given in this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being shortlisted for interview, I will be required to complete a confidential declaration with regard to any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that an Enhanced Disclosure will be sought in the event of a successful application.

Signed:

Dated:

Please return the completed form to:
Amelia Trust Farm
Five Mile Lane, Barry, Vale of Glamorgan, CF62 3AS
karenturnbull@ameliastrust.org.uk

**Amelia
Trust
Farm**

**CONFIDENTIAL
Personal Information**



Application for the post of:

Ref:

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This section is intended to provide information which we will need in order to contact you. It will be detached from the rest of your application for short listing, so that the panel does not know the names of any of the candidates. It is important that your name does not appear anywhere on your application except on this sheet. This section will be kept for the monitoring of equal opportunities within the organisation.

Surname:

First Name(s):

Email:

Address:

Telephone numbers:

Home:

Work:

Email:

Mobile:

Post Code

Date of Birth:

Period of notice required by your present employer:

Current or most recent salary or grade:
(This information will only be used for successful candidates)

National Insurance Number:

(This will only be used for successful candidates)

The Asylum and Immigration Act 1996 requires employers to check on the immigration status of all new staff. The Amelia Methodist Trust Company Ltd will be asking every prospective employee before starting work, to see a document which shows entitlement to work. i.e. a document containing the individual's National Insurance Number.

Please provide names and addresses of your two most recent employers, from whom we may request a reference.

Name:

Address:

Email:

Tel No:
Is this person your last/present employer? Yes / No
Length of time known:

Name:

Address:

Email:

Tel No:
Is this person your last/present employer? Yes / No
Length of time known:

Would you be happy for us to approach referees prior to interview?

Equality

Do you consider yourself to have a disability? Yes / No

Are there any adjustments or amendments under the Equality Act 2010 which you would need to perform the duties of this role (please refer to the job profile)? Yes / No

If yes, please explain: _____

If invited for interview, would you have any individual requirements? Yes / No

If yes, please explain: _____

Successful applicants will be asked to complete a short health questionnaire.

Declaration:

I hereby declare that the statements contained in this application are true to the best of my knowledge. I understand that any deliberate mis-statement will render me liable to dismissal, if engaged.

Signed: _____ Dated: _____