

**Application Pack**

**Foodbank Director**

**East Lothian Foodbank**

**23 October 2019**

**Application form**

Please complete all sections of this form.

Please return your completed form to [**secretary@eastlothian.foodbank.org.uk**](mailto:secretary@eastlothian.foodbank.org.uk)no later than 5pm on Monday 18th November 2019.

**You are kindly asked not to submit your CV.**

If this application form is required in an alternative format, pleasecontactEast Lothian Foodbank at **secretary@eastlothian.foodbank.org.uk** or Liz Kilpatrick, Secretary, on 07585 633254 and we will endeavour to assist with your request.

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| **Post applied for: East Lothian Foodbank Director** |
| |  | | --- | | **Where did you see this post advertised?:** | |  | |

**Personal details** (Please complete all boxes)

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| --- | --- |
| **Title:** Mr  Mrs  Miss  Ms  Other (Please specify)**:** | |
| **First name/s:** | **Last name:** |

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| --- | --- | --- | --- |
| |  | | --- | | **Address:** | |  | | |
|  | **Post code:**   |  | | --- | |  | |

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| |  | | --- | | **Email address:** | |  | | |  | | --- | | **Home phone number:** | |
| |  | | --- | | **Mobile phone number:** | | |  | | --- | | **Work phone number:**  (Discretion will be used if we need to contact you at work) | |

**Education details and formal qualifications**

Please list the names of the educational establishments you have attended and the qualifications you have obtained. Please list the most recent first.

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| **School/College/University** | |  | | --- | | **Dates attended** | | |  | | --- | | **Subjects and Grades** | | |  | | --- | | **Date obtained** | |
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**Professional qualifications and membership of professional organisations (if appropriate)**

Please list any professional qualifications or membership of professional bodies.

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| **Title of professional qualification** | **Date obtained** |
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| **Professional membership details** | **Reference number** |
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**Continuous professional development and work related training**

Please list the most recent and appropriate to your application

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| **Course title** | **Date attended** |
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**Current employment details**

If you are not in current employment, please indicate the most recent.

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| **Name of employer:** | |
| **Address of employer:** | |
| **Job title:** | |
| **Date appointed:** | **Date left:** |
| **Current/Final annual salary:** | **Annual leave entitlement:** |
| **Notice period:** | **Reason for leaving:** |
| **Brief summary of main duties and responsibilities:**  (Please note, the box below will expand as you type) | |

**Previous employment**

Please list your most recent previous employment first.

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| --- | --- | --- | --- |
| **Name of employer** | **Employment dates** | **Job title and brief description of main duties** | **Reason for leaving** |
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**Please explain any gaps in your employment (if applicable)**

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**Additional information to support your application**

Please give brief examples of how you meet the Person Specification and Job Description and why you think you should be considered for this post. This can include examples of your voluntary work and experience. *(Continue on separate sheet if necessary - mark the box with an ‘X’ to indicate additional sheets are present* *)*

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| (Please note, the box below will expand as you type) |

**When could you take up this appointment?**

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**References**

Please give the details of TWO referees, one of which should be your current or most recent employer. Please complete these details as fully as possible.

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| --- | --- | --- |
| **Details** | **Reference one** | **Reference two** |
| **Name:** |  |  |
| **Job title:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Post code:** |  |  |
| **Email address:** |  |  |
| **Capacity in which they know you:** |  |  |
| **If shortlisted, may we approach this referee before interview?** |  |  |

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| **East Lothian Foodbank requires the post holder to make application to Disclosure Scotland for a Basic Disclosure upon commencing employment.** |

**Declaration**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with East Lothian Food Bank will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to East Lothian Foodbank, will render me liable to dismissal without notice.

I confirm that I am entitled to work in the UK.

Data Protection Act - Please note that when you sign this form it gives permission for the application form to be used for recruitment processing. All details will be kept confidential.

If submitting this form by email, please sign to confirm to acknowledge you have read and agree to this declaration.

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| **Signature** |  | **Date** |  |

**Thank you for taking the time to complete this application form.**