## **A logo with text overlay Description automatically generated**

## **Leeds Baby Bank**

## Application Form

### **Please return** **to**:

### Email: Recruitment@val.org.uk

### Post: Voluntary Action Leeds, Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

|  |  |  |
| --- | --- | --- |
| Post Title | Charity Operations Worker | Application Number (office use only) |
| Closing Date | **17 January 2025, 9am** |

We are committed to fair recruitment procedures. To eliminate practices which may discriminate against some applicants, we will not consider applications where this form has not been fully completed.

|  |  |
| --- | --- |
| Personal Details |  |
| Last Name | First Name(s) |
| Address | |
| Telephone Number (daytime) | Telephone Number (evening) |
| Email address |  |
| May we contact you at work if necessary? **Yes/No\***  (We will always be discreet about this)    \*Please delete as necessary | |

# References

Please give the name and address of two referees who can comment on your ability to do this job. One of these should be your current or most recent employer; if you have been in education rather than in employment, you may give an academic tutor or similar. Your referees should both know you professionally as opposed to being friends and neither should be related to you. Your referees will be asked to comment on your attendance and disciplinary record; in signing this form you are giving your consent to us asking these questions. We will take up references only after interview and only with your knowledge. All offers of employment are subject to receipt of satisfactory references.

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Email address | Email address |
| Telephone | Telephone |
| Capacity in which known – | Capacity in which known – |

|  |
| --- |
| As far as you know, do you have a relationship **Yes/No\*** If yes, please give details:  with any staff or Trustee Board member of  Leeds Baby Bank? |

|  |
| --- |
| Do you have any criminal convictions which **Yes**/**No\*** If yes please give details:  may be relevant to this post?  (You are not required to reveal any  Convictions which are spent under the  Rehabilitation of Offenders Act 1974;  More information on what is covered by  this Act can be found in the Candidates  Information sheet) |

\*Please delete as necessary

The information submitted in this application form constitutes the basis of a contract of employment; if I am offered the post and it is subsequently discovered that I have wilfully given false information I will be liable for dismissal. Leeds Baby Bank may require proof of any statements made on this form, including qualifications.

confirm that the information presented is correct to the best of my knowledge and I consent to Leeds Baby Bank checking any information I am unable to verify personally.

|  |  |
| --- | --- |
| Signed | Date |

Please continue to complete the rest of the form.

# Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Course | Institution | Qualification/Level |
|  |  |  |  |  |

# Training

Any relevant non-qualification courses attended

|  |  |  |
| --- | --- | --- |
| Organising Body | Course | Year |
|  |  |  |

Employment

Please do not leave any unexplained gaps in this section

# Present or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name/Address of employer | Job title & key responsibilities |
|  |  |  |  |

|  |  |
| --- | --- |
| Reason for leaving if no longer there. | |
| How much notice do you have to give? |  |

# Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job title & employer | Reason for leaving |
|  |  |  |  |

Suitability for this post

Please use this section to demonstrate that you have the necessary experience, knowledge & skills for the post as laid out in the Person Specification. Your experience, knowledge & skills may have been gained from unpaid work/volunteering and/or home activities as well as from paid work. It is in your best interest to focus on the requirements of the post as listed in the Person Specification, preferably describing how you meet each requirement in turn. You may, if you wish use up to 2 additional sheets of A4 if you need to.

|  |
| --- |
|  |

Have you:   
o Completed all the sections in this form?

o Signed the declaration on the second page?

Please mark your application **“Confidential–Application”** and return it to the address on page one or alternatively, you can email this to the person listed on the advertisement.

#### Thank you for your application