**Swansea Community Farm**

Application Form

In order to shortlist without prejudice we will detach this sheet and only use the reference number on the other sheets. We will assess your application to see how it matches the Person Specification so please explain how you meet each of the requirements in the application form below. Please include

any relevant training or qualifications.

**Please do not include a C.V. as it will not be read as part of your application.**

**Contact Information Reference Number**

 **(Office use only)**

**Forenames**

**Surname**

**Address**

**Postcode:**

**Day time phone number:**

**Mobile:**

**Email:**

Do you have any medical conditions which could affect you in carrying out any of the duties listed on the job description?

**We will take up references from all those people we ask to attend an interview. Please check that the people you give as referees are willing to give a reference and try to give us a phone number and email address where possible.**

**Referee Number 1** - We would prefer that this was your latest employer, if it is not, please explain why.

Name: Position:

Company address and email:

Postcode: Telephone Number:

How does this person know you? Email:

**Referee Number 2** - This should be someone else who has employed you or someone who knows you well in a work setting.

Name: Position:

Company address and email:

Postcode: Telephone Number:

How does this person know you? Email:

**I certify that all the information I have given on this form is correct to the best of my knowledge.**

**Date:**

**Signed:**

Please check that you have answered all the questions and signed the declaration above and return to:

rob@swanseacommunityfarm.org.uk or

**Return by: 1pm Tues 11 September 2018**

**Interviews to be held on Tuesday 18 September 2018**

**Rob Thomas**

**Swansea Community Farm**

**2 Pontarddulais Road**

**Swansea**

**SA5 4BA**

**Question 1: List your past employment starting with the most recent first. Please include dates, both paid and voluntary work and account for any gaps in your work history. Please continue on a separate sheet if necessary.**

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| --- | --- | --- | --- |
| Dates | Employer | Job title and responsibilities | Reason for leaving |
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**Question 2: List any qualifications you have or courses you have attended which are relevant to the post.**

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| --- | --- | --- | --- |
| Dates | Qualification level and course name | Awarding body or institution/ school/ college name | Grade  |
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**Question 3: Describe your experience of customer service or working with the public in a professional manner.**

**Question 4: Describe your organisational and administration skills.**

**Question 5: Describe your experience of resolving issues proactively (in any context).**

**Question 6: Are you required to have a UK work visa/permit? If yes, please give details of the expiry date of any visa / permit.**

Details:

YES

NO

**Question 7: Why do you think you are a suitable applicant for this post? Please use this section to explain how you meet each bullet point in the person specification (if not covered above). Please give examples where possible.**