**Swansea Community Farm**

Child and Youth Worker Application Form

Please complete this application form in black ink. In order to shortlist without prejudice we will detach this sheet and only use the reference number on the other sheets. **Please write your reference number onto each sheet of the form as you complete it.** We will assess your application to see how it matches our Job Description and Person Specifications. To make this process easier for everyone we have designed the application form to fit the person specification and we would like you to explain how you meet each of the requirements. Include any relevant training or qualifications and try to keep your answers relevant to the questions asked.

**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:**

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 where possible.**

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

Name: Position:

Organisation and address:

Postcode: Telephone Number:

How does this person know you?

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

Name: Position:

Organisation and address:

Postcode: Telephone Number:

How does this person know you?

**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:

kate@swanseacommunityfarm.org.uk or

**Return by: 5pm, Monday 31st July.**

**Interviews to be held on Tuesday 8th August.**

**Kate Gibbs**

**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, responsibilities and salary. | Reason for leaving |
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**Question 2: List any qualifications you may have or courses you have attended which are relevant to the post.**

**Question 3: Describe your experience of initiating, developing and delivering projects relevant to the role.**

**Question 4: Describe your experience of working with children and young people in a similar role.**

**Question 5: Describe your experiences managing staff, volunteers and/or trainees.**

**Question 6: Describe your experience or qualifications in horticulture, agriculture, conservation, construction and animal care.**

**Question 7: Outline your knowledge and experience of health and safety procedures, child protection and the protection of vulnerable adults?**

**Question 8: Outline your computer skills and the programmes you can use competently.**

**Question 9: Outline your level of ability to use the Welsh language.**

**Question 10: 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 11: Why do you think you are a suitable applicant for this post? Please use this section to add any relevant information not already included in your application. Continue on a separate sheet if necessary.**