In Partnership with

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Application Form

Post: Food Redistribution Driver

Vacancy Reference: FRD/0323

Notes: Please read before completing the application form

Applicants should submit this form only, supplementary material such as CV’s will not be accepted.

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the personnel specification.

Applications should be completed in BLACK INK.

Please return the completed application form by email to [admin@homelessconnect.org](mailto:admin@homelessconnect.org)

To be considered your completed application form must be returned no later than 1pm on Friday 31st March 2023.

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| --- | --- | --- | --- |
| Personal details | | | |
| Surname | **Forename** | | **Title: (Mr/Mrs/Ms/Miss/Dr)** |
| **Address for Correspondence:**  **Postcode:** | | Contact (Please provide a number at which you can be contacted in relation to your application)  **Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| --- | --- | --- | --- |
| Education and Qualifications (if applicable) | | | |
| **Secondary level and further and higher education** | | | |
| Dates | | Type of School e.g. Grammar, Secondary etc) | **Qualifications: subjects, grades / classifications** |
| From | To |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Other professional qualifications (if applicable) | | |
| Date | Course | Qualifications |
|  |  |  |
| Membership of professional institutions / associations | | |

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| --- | --- | --- |
| Training courses attended (if applicable) | | |
| Date | Course | Training Organisation |
|  |  |  |

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| Employment history |

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please continue on a separate sheet if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name and Nature of Organisation** | **Position Held** | Dates (Month and Year) | | **Career Narrative**  (key duties and responsibilities) | **Reason employment ended** |
|  |  | From | To |  |  |
| **Volunteering history** | | | | | |
| **Employer Name and Nature of Organisation** | **Position Held** | **Dates**  (Month and Year) | | **Description of volunteering duties** | **Reason volunteering ended** |
|  |  |  |  |  |  |

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| References |

Please give the names and addresses of two referees, who are not related to you and know you in a work-related capacity. Referees will not be contacted until a provisional offer is made.

|  |  |  |
| --- | --- | --- |
| **Name:** | **Job Title:** | |
| **Address:**  **Postcode:** | | |
| **Telephone Number:** | | **Email:** |

|  |  |  |
| --- | --- | --- |
| **Name:** | **Job Title:** | |
| **Address:**  **Postcode:** | | |
| **Telephone Number:** | | **Email:** |

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| Interview arrangements |

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| Please provide details of any special arrangements in relation to either communications or access which you may require at the interview centre? |

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| Additional Information |

|  |  |
| --- | --- |
| **Current / most recent salary:** | |
| **Length of Notice required from current employer** |  |

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| --- |
| Do you have any criminal convictions? Yes  No  If yes, please provide details of any convictions below: |
| Do you hold a driving license? Yes  No  It is an occupational requirement that applicants for this post are aged 25 or over, please confirm you meet this.  Yes  No |
| Information for sifting purposes |

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| In this section you are asked to demonstrate how you meet the essential and desirable criteria (as set out in the personnel specification). Please outline your experience and give examples. |

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| 1. At least 6 months experience driving a van. (Essential) 2. Full clean driving licence for at least 1 year. (Essential) 3. Team player able to motivate and develop people. (Essential) 4. Problem solver and competent decision maker. (Essential) 5. Good communication skills both written and verbal. (Essential)   Please tell us if you meet any of the following **desirable** criteria:   1. Experience of food preparation and storage. 2. Experience of taking responsibility for health and safety issues within a food distribution and/or warehousing operation. 3. Level II food hygiene qualification |

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_