**Application Form**

**Two Ridings Community Foundation is committed to improving the diversity of our workforce. We encourage and welcome applications from candidates from all backgrounds, particularly from  Black, Asian and Minority Ethnic and Refugee, LGBTQ+ communities and/or disabled people who are currently under-represented within Two Ridings.**

Diversity, Equity and Inclusion are core values at Two Ridings Community Foundation.  We strive to create a workplace that celebrates diversity, and where everyone feels empowered to bring their full authentic selves to work.

The information you provide on the application form will be used to decide whether you will be shortlisted for an interview. It is therefore important that you complete the form as fully as you can and that you clearly demonstrate how you meet each point on the person specification. **Further help with completing the form is included in the Guidance Notes for Applicants.**

|  |  |
| --- | --- |
| **Post Applied for:** |  |

|  |  |
| --- | --- |
| **Section One: Personal Details** | |
| Title (Mr/Mrs/Ms/Miss/Other (Please state) |  |
| First name (s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email |  |

|  |  |
| --- | --- |
| **Section Two: Employment History** | |
| Name of current employer (or last employer if you are not currently employed) |  |
| Employers address |  |
| Position held |  |
| Brief description of your duties: |  |
| How much notice are you required to give? |  |
| Current salary |  |
| Reason for leaving |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous Employment** | | | | | |
| Please tell us about any previous employment, starting with the most recent.  (Add additional lines if you need to) | | | | | |
| **Employer** | **Job title** | **From** | **To** | **Brief description of duties** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Voluntary work or other relevant experience** | | | |
| Please tell us about any voluntary work or other relevant life experience | | | |
| **Setting** | **Experience** | **From** | **To** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section Three: Qualifications and Professional development** | | | | |
| Please give details of educational qualifications you have obtained from school, college, university etc. | | | | |
| **School/college/university** | **From** | **To** | **Qualifications gained** | **Level and grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Professional development** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
|  |

|  |
| --- |
| **Section Four: Supporting Statement** |
| Please tell us how you meet the requirements listed in the Person Specification. Please use examples under each requirement, referring to your current and previous employment, voluntary work, training or other relevant life experience.  Read the Guidance Notes for Applicants to help with completing your supporting statement. |
|  |

|  |
| --- |
| **Driving licence** |
| **You should only complete this section if a driving licence is a requirement on the person specification.**  Do you hold a current driving license? Yes/No  Do you have any unspent motoring convictions? |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these should be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview. | | |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone number |  |  |
| Email |  |  |
| Relationship to you |  |  |
| Dates covered |  |  |

|  |
| --- |
| **Right to Work in the UK** |
| To take up this post you must be legally entitled to work in the UK. The successful candidate will be required to provide evidence of their right to work in the UK. |

|  |
| --- |
| **We are a Disability Confident Employer** |
| This means that we are committed to the recruitment, progression and retention of disabled individuals. We shall also offer interviews to disabled candidates who meet the minimum criteria for the job.  I would like to be considered for an interview under the Disability Confident Scheme  Yes/No  Please refer to Guidance Notes for Applicants and the Removing Barriers to Work Form for further information as to how we are able to help. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tell us where you saw the post advertised:** | | | |
| TRCF Newsletter |  | Facebook |  |
| TRCF Website |  | Twitter |  |
| Indeed |  | National press |  |
| Other website |  | Local press |  |
| LinkedIn |  | Other |  |

|  |
| --- |
| **Right to Work in the UK** |

|  |
| --- |
| **Declaration**  All applications will be anonymised before they are sent for shortlisting. Unsuccessful applications will be securely kept electronically for 6 months to enable feedback and statistical collation, at which point they will be confidentially destroyed. Successful applications will be held securely on the individual’s electronic personnel folder.  By signing below, I hereby give my consent for Two Ridings Community Foundation to process the information supplied in my application for the purpose of recruitment and selection. I declare that the information that I have provided is complete and correct. I understand that any false, incomplete or misleading statements or intentionally withholding information may mean that my application is rejected, or employment is terminated. |

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

**Please send your completed application form to:**

**recruitment@tworidingscf.org.uk**

**or post to:**

**Recruitment, Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT**