**Admin Officer Application Form**

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| Personal details | | | | | | | |
| Title: |  | | Surname: | | | |
| Forenames: |  | | **Preferred name:** | |  | |
| Date of birth: |  | | | | | |
| Address: |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| **Postcode:** |  | | | | | |
| **Home telephone no:** | |  | | **Mobile no:** | |  |
| **E-mail address:** | |  | | | | |
| **Male / Female** | | Age range: under 18 18-25 26-39 40-60 0ver 60please highlight | | | | |
| 2. Personal statement | | | | | | |
| **Please tell us why you would like to Work for the Shallowford Trust as an Engagement Officer describing your skills, abilities and experience relevant to this role.** | | | | | | |
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| 3. Do you hold any current qualifications? If so please date. | | | | | | |
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| 4. Convictions/ disqualifications |

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| Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986 **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Disclosure of a conviction does not automatically exclude applicants from consideration. The Offence will be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done. Depending on the nature of the position for which you are applying, any position offered will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service. Information received will be treated in the strictest confidence.) |

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| 5. Additional information |

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| **Do you have any special needs eg) dietary or health issues that we need to be aware of ?** If yes please tell us what these are? | **Yes / No** *(please delete as applicable)* |
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| 6. References |

Please give details of **two** referees – if relevant one should be your current or most recent employer.

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| 1. Name of referee and relationship to you: | | |  | | | |
| Job title: | |  | | | | |
| Address: | |  | | | | |
|  | |  | | | | |
| Post code: |  |
| **Email Address:** |  | | | **Daytime Contact No:** | |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 2. Name of referee and relationship to you: | | |  | | | |
| Job title: | |  | | | | |
| Address: | |  | | | | |
|  | |  | | | | |
| Post code: |  |
| **Email address:** |  | | | **Daytime contact no.** | |  |

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| 7. Declaration | | | |
| Statement to be signed by the applicant  The confidentiality of applicants’ information is of paramount concern to the Shallowford Trust. To this end, we fully comply with the Data Protection Legislation. Please complete the following declaration and sign in the box below.  Declaration: I consent to the Shallowford Trust using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application. I understand that the information will be retained for the duration of my volunteer position and as long as is deemed necessary thereafter.  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of voluntary role may be withdrawn or terminated.**  **I recognise, respect and support that The Shallowford Trust is a Christian charity.** | | | |
| Signed: |  | **Date:** |  |
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| The Shallowford Trust – A Charitable company limited by guarantee and registered in England & Wales  Charity number: 1105186 Company no: 4430825 www.shallowfordfarm.co.uk | |
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