**APPLICATION FOR EMPLOYMENT**

**Job applied for:** …………………………………………………………………..

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| **PERSONAL DETAILS:** | |
| Full Name: | Address: |
| Home Telephone: | Mobile: |
| Email: | |

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| **EDUCATION:** | | | | | |
| Establishment | | Years attended | | Qualifications gained | |
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| **EMPLOYMENT:** | | | | | |
| Please give details of your most recent/current employment with an outline of your responsibilities, how long in post, hours worked and final salary. | | | | | |
| **EMPLOYMENT HISTORY (Most recent job first):** | | | | | |
| Post held | Employer’s name and address | | Dates (from/to) | | Reason for leaving |
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| **VOLUNTARY WORK:** | | | | | |
| Please give details of any voluntary work you have done and show how you have contributed to the life of the community. | | | | | |

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| **FAITH LIFE:** |
| Please give details of any involvement in a faith community (church, study group etc) and how this will impact on your employment with Routes to Roots. (Continue on a separate sheet if required.) |
| **ADDITIONAL INFORMATION:** |
| Please give details of the skills and experience you would bring to this post and any other information you believe is relevant. (Continue on a separate sheet if required.) |

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| **REFERENCES:** | |
| Give details of two people who are able to supply a reference relating to your suitability for this post, one of whom should be your current/most recent employer. | |
| Name:  Address:  Tel No:  Email: | Name:  Address:  Tel No:  Email: |
| May we contact this person prior to interview?  YES / NO | May we contact this person prior to interview?  YES / NO |

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| **DECLARATION:** |
| I wish to apply for employment with Routes to Roots and declare that the information I have provided in this application is accurate.  Signed:……………………………………………………………….  Date:…………………………………….. |

Completed forms should be returned by the stated closing date. Applications arriving after the closing date will not be considered. Forms by post are to be sent to:

**Routes to Roots Office, Skinner Street URC**

**5 Skinner Street, Poole, BH15 1RQ**

Alternatively, forms may be emailed to the following address:

**office@routestoroots.org**

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| **EQUAL OPPORTUNITIES MONITORING FORM** |

**You are asked to complete this form to help us ensure that we are operating in a non-discriminatory manner when recruiting staff. It will not be used as part of the selection process.**

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| **DISABILITY:** |
| Are you disabled? YES / NO |
| If YES, what additional facilities (if any) would you require to meet the responsibilities of this post? |

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| **ETHNICITY:** | |
| Please indicate which of the headings below most nearly describe your ethnic background: | |
| **WHITE** |  |
| British |  |
| Irish |  |
| Any other white background  (please specify) |  |
| **MIXED** |  |
| White and Black Caribbean |  |
| White and Black African |  |
| Any other mixed background  (please specify) |  |
| **ASIAN OR ASIAN BRITISH** |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any other Asian background  (please specify) |  |
| **BLACK OR BLACK BRITISH** |  |
| Caribbean |  |
| African |  |
| Any other Black background  (please specify) |  |
| **CHINESE OR OTHER ETHNIC GROUP** |  |
| Chinese |  |
| Other ethnic group (please specify) |  |