



[www.lutterworthvillages.foodbank.org.uk](http://www.lutterworthvillages.foodbank.org.uk)

c/o St Mary's Church,  
Church Gate Centre  
Church Gate  
Lutterworth  
LE17 4AN

Please complete this form and send it, along with your CV (optional). Alternatively, completed paper copies may be sent to the above address FAO Lucy Freeman, Project Manager.

**Role applied for:**

**Personal details**

Title:

First names:

Surname:

Known as:

Address:

Postcode:

Tel. no:

Mobile:

Email:

Do you have the right to work in the UK? YES  NO  If no, please give details:

**Employment details**

Current employer:

Position in organisation:

**Please give a brief outline of the responsibilities associated with your role:**

Length of notice required:

**Explain your interest in the advertised position and give details of any relevant experience:** *please continue on an extra sheet of paper if necessary.*

# EDUCATION AND TRAINING

FURTHER/HIGHER EDUCATION/ANY OTHER PROFESSIONAL/  
PRACTICAL QUALIFICATIONS.

FROM	TO	DETAILS

# WORK HISTORY

**PLEASE GIVE A BRIEF INDICATION, WITH DATES, OF THE NATURE OF THE WORK AND RESPONSIBILITIES. YOU MAY INCLUDE VOLUNTEER ROLES WHERE RELEVANT.**

FROM	TO	EMPLOYER	DETAILS

# SAFEGUARDING AND CHILD PROTECTION DECLARATION

You will understand the great responsibility involved in working with children, young people and vulnerable adults, and the need to ensure their safety. If you are appointed to this role, we will help you to obtain an enhanced disclosure from the criminal records bureau (which will list cautions, reprimands, warnings, formal convictions and relevant information from local police forces). We also ask you to confirm that you agree to the declarations below:

<b>Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations?</b>	YES / NO
<b>Has your conduct ever caused or been likely to cause harm to a child or put a child at unnecessary risk, and, to your knowledge, has it ever been alleged that your</b>	YES / NO

## Criminal convictions

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

YES  NO

If yes, please give details of date(s), offence(s) and sentence(s) passed:

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The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Please also confirm that you are not listed on either of the following (as appropriate):

I confirm that I am not listed on the children's barred list.

OR

I confirm that I am not listed on the adults' barred list.

AND

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*

## **References**

Please give details of two people who are prepared to provide you with a reference, one of which must be academic or employment-related, the other personal (but not a friend or relative). If this is not possible, please provide two personal references.

### **Referee 1**

Name:

Address:

Tel. no:

Email:

Relationship:

### **Referee 2**

Name:

Address:

Tel. no:

Email:

Relationship:

**How did you hear about this position?**

Foodbank employee  Email  Foodbank website

Word of mouth  Church  Friend or family member

Other:

**Data protection statement**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

Lutterworth & Villages Foodbank/St Mary's Lutterworth PCC treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our privacy statement.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give Lutterworth & Villages Foodbank/St Mary's Lutterworth PCC the right to terminate any employment offered. I understand that any offer of employment is subject to Lutterworth & Villages Foodbank/St Mary's Lutterworth PCC being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period (in line with the operation of the Equality Act 2010).

I confirm that all the information provided in this application is correct to the best of my knowledge.

I consent to the processing of this data in the consideration of my application and during the course of my work, if applicable. (St. Mary's Church, Lutterworth may hold your details on file, but will not release them to a third party)

**Signature:**

**Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_

**Print name:**