



**Unit 9  
Brassmill Enterprise Estate  
Brassmill Lane  
Bath  
BA1 3JN**

Vineyard Bath is a registered charity (No.1148576)

## **Application for Employment**

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### **How to Fill in this Form**

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This application pertains to the Nest Project Logistics Coordinator. Please refer to the job description and background information before filling in this application for employment.

Once complete, please email your application form to [info@thenestproject.co.uk](mailto:info@thenestproject.co.uk). If you are unable to provide the application form electronically via email then please contact us for alternative arrangements to be made.

If you would like to arrange an appointment to visit the Nest Project then please email [info@thenestproject.co.uk](mailto:info@thenestproject.co.uk).

**Applications deadline: 15th August 2021**

**Interviews will be held on the: 23rd August 2021**

**Anticipated start date: 9th September 2021 but we will work this out on an individual basis**

If you have not heard from us by the 20th August 2021 please assume that you have not shortlisted on this occasion.

Please answer all the questions below.

Please do not attach a CV as it will not be considered.

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<b>Personal Details</b>	
<b>Title</b>	
<b>Forename(s)</b>	
<b>Surname</b>	
<b>Former surname(s)</b>	
<b>Date of Birth</b>	
<b>National Insurance number</b>	
<b>Telephone number (home)</b>	
<b>Telephone number (mobile)</b>	
<b>Current address</b>	
<b>Previous addresses (for last 5 years)</b>	
<b>Are you eligible for employment in the UK? (Yes / No)</b>	

<b>Employment</b>	
<b>Current / most recent employment</b>	
<b>Employer</b>	
<b>Job Title</b>	
<b>Employer address</b>	
<b>Date started</b>	
<b>Date ended (if applicable)</b>	
<b>Brief summary of duties</b>	
<b>Reason for seeking alternative employment (if applicable)</b>	

<b>Previous employment (most recent first)</b>			
<b>Employer name / address</b>	<b>Dates from / to</b>	<b>Position held</b>	<b>Reason for leaving</b>

<b>Education</b>		
<b>Name of School / College / University</b>	<b>Dates of Attendance (mm/yyyy)</b>	<b>Examinations &amp; Results</b>

**Other Qualifications & Notes**

<b>Details of other vocational skills or training</b>	
<b>Details of membership of any professional institutions</b>	
<b>Training and / or continued development</b>	
<b>Gaps in employment / education history (if applicable)</b>	
<b>Interests</b>	
<b>References</b>  <b>Ref 1</b> <b>Name:</b>  <b>Address:</b>  <b>Email:</b>  <b>Phone Number:</b>  <b>Relationship to you:</b>  <b>Can we talk to this person prior to interviewing?</b>  <b>Ref 2</b> <b>Name:</b>  <b>Address:</b>  <b>Email:</b>  <b>Phone Number:</b>  <b>Relationship to you:</b>  <b>Can we talk to this person prior to interviewing?</b>	

## Support Statement

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe and experience and skills you have gained in other jobs, voluntary work, or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. (continue on a separate sheet if necessary)

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## Declaration

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- I declare that the information I have given on this information form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Vineyard Bath processing the information given on this form as may be necessary during the recruitment and selection process.
- I consent to Vineyard Bath making direct contact with the people specified as my referees to verify the reference.

**Full name**

**Signed**

**Date**

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## Notes

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### **Eligibility to work in the UK**

Please note that the successful candidate for this role will need to prove their eligibility to work in the UK. A full enhanced DBS will be required by the successful applicants of this role. All new appointments are subject to a 6 month probationary period.

### **Disclosure of criminal offences**

This post requires a Criminal Records Bureau Disclosure Certificate. We will require the successful applicant to provide details, including dates and places, of any 'spent' convictions, cautions and bind-overs. Such appointments are made subject to the checking procedures undertaken by the Criminal Records Bureau prior to confirmation of an offer of appointment.

A criminal record will not automatically debar you from appointment; the selection panel will consider whether the conviction renders you unsuitable for the position. In making this decision, the panel will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors that may be relevant. Failure to declare a conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal should the discrepancy come to light.

### **How we use your information**

We will use the information which you have provided on this form and which we collect from other sources (such as from references and from the Disclosure and Barring services) for the following purposes:

- To assess your suitability for the role for which you have applied
- To assess your suitability to work with children and enable us to comply with our legal obligations (including safeguarding and promoting the welfare of young people)

As part of Vineyard Bath's recruitment process, it is necessary to hold some information about employees and applicants on computer systems and manual records. This data is primarily for salaries, pension administration and statutory reporting purposes. All data is held in accordance to the requirements stated in the Data Protection Act 1998. By signing this form I agree to this data being held and processed.

For further information into how Vineyard Bath uses personal data please request the Vineyard Bath Data Protection Policy via [info@vineyardbath.co.uk](mailto:info@vineyardbath.co.uk)

