 **JOB APPLICATION FORM: REAP**

**Employment Application - Notes**

**Completing the Application Form**

Please complete electronically and **e-mail to info@reapscotland.org.uk.** Please make sure you answer all the questions and also complete the Equal Opportunities Form. If successful in gaining an interview, you may sign the application when attending.

**The deadline for applications for the Community Gardener post is Thursday, 24th June 2021 at 10am.**

**Equal Opportunities Policy**

REAP is committed to Equal Opportunities. To help us achieve our aim we need to collect and analyse information about people applying for jobs with this organisation. Please complete the Equal Opportunities form available on the REAP website and return it with your application.

**Working & Living in the UK**

There are certain legal restrictions which apply to employment in the UK which make it possible for REAP to apply for work permits from the British Government only when if there are no suitable candidates who are normally resident in the UK or who are national of the European Economic Area. Further information on the UK Government's immigration policy can be found at *www.homeoffice.gov.uk.* The British Asylum and Immigration Act 1996 requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide such evidence, if you are called for an interview.

**Interview Expenses**

REAP will meet the cost of all reasonable travel expenses but not for travel from outside the UK.

**Employment Application for the Post of Community Gardener**

|  |  |
| --- | --- |
| **Full Name** | **Home Address** |
| **e-mail Address** |
| **Home Telephone Number** |
| **Mobile Telephone Number** | **Daytime Telephone Number** |

**Present or most recent employment/voluntary work**

|  |  |
| --- | --- |
| **Post held** | **Salary** |
| **Date started** | **If left, date left** |
| **Name and Address of Employer** | |
| **Duties & Responsibilities** | |
| **Reason(s) for Leaving this Employment** | |

**Details of your previous appointments (except for the most recent)**

|  |  |
| --- | --- |
| **Name of Employer** | **Post held** |
| **Date started** | **Date left** |
| **Duties & Responsibilities** | |
| **Reason(s) for Leaving this Employment** | |

|  |  |
| --- | --- |
| **Name of Employer** | **Post held** |
| **Date started** | **Date left** |
| **Duties & Responsibilities** | |
| **Reason(s) for Leaving this Employment** | |

**Do you have the right to work and live in the UK?**

Yes ✓ No

**Please provide the details of two Referees who can comment on your ability to do this job. One referee must be your present or most recent employer. Neither referee should be a family member. Both referees should have known you for a period of at least 1 year. All references will be taken prior to offer of employment.**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **In what capacity does this person know you? (e.g. work colleague, personal friend)** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **In what capacity does this person know you? (e.g. work colleague, personal friend)** |  |

**Education & Qualifications**

**Please list your educational successes with dates.**

|  |  |
| --- | --- |
| **Course, Subject, Level & Grade Awarded** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Please list your professional qualifications which are relevant to this post with dates.**

|  |  |
| --- | --- |
| **Professional Qualification** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |

**Please provide further information including why you are applying for this job and clearly indicate the ways in which you meet the requirements for this post (please refer to the Job Description/ Person Specification). You should mention skills, abilities and experience gained through work, whether paid or voluntary, spare time interests, and activities such as child rearing or home keeping (max 2 A4 pages).**

**Please add any other information relevant to your application - in particular if the job description specifies requirements or skills (e.g. IT competence) which you have not already mentioned.**

The information you supply will be processed in accordance with the provisions of the Data Protection Act 2018 and will be used solely for the purposes of recruitment and personnel administration. REAP Ltd will not otherwise copy or transfer your data to any person. If your application is unsuccessful REAP will retain the information you supply for 1 year and then destroy it.

**Declaration**

I declare that the information I have given is, to the best of my knowledge, true and correct. I understand that deliberately falsifying or omitting information will disqualify my application and, if discovered after appointment, could constitute grounds for dismissal. I consent to the processing by REAP Ltd of the information submitted by me, including any information qualifying as sensitive information for the purposes of the Act. I undertake to inform REAP Ltd of any changes to the information provided.

**Signature of applicant**:

**Date:**