



Dear Applicant,

Thank you for interest in applying for the post of **Coordinator** at **Southampton Scrapstore**

COMPLETING THE APPLICATION FORM.

- Refer to each point of the Person Specification (essential requirements of the post); applications will be scored against these requirements.
- Give details of your experience in each area listed; include relevant details of current and previous jobs.

Shortlisting will be based on the Personal Statement. We will accept a maximum of two sides of A4 (font size 12) anything over this will be disregarded.

Please ensure that you fully complete the Personal Details section of the application form. CVs on their own will not be considered.

Please note that we are based in a warehouse with limited space and a mezzanine second floor, the building does have its limitations so it is advisable that you visit the Scrapstore before applying for the role to see if it is an environment that you would be able to work in.

Please return your complete application form as early as possible, the closing date is 5pm on Thursday 4th April,

The completed application forms may be posted or delivered by hand to :
The Chairperson Southampton Scrapstore
Unit 15 Belgrave Industrial Estate
Swaythling
Southampton
Hampshire
SO17 3EA or **emailed to the southamptonscrapstore@gmail.com**

If you have not heard from us within 5 days of the closing date, your application will have been unsuccessful on this occasion.

Applicants who are successfully shortlisted will be invited to attend a formal interview on Thursday 11th April 2019 at the Southampton Scrapstore.

Please note that you will be required to provide a 15 minute presentation.

Should you require any further assistance regarding this application, please email us.

I wish you every success with your application.

J Rolls Chair of Southampton Scrapstore Management Committee

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS FORM IN TYPE OR BLACK INK

Please note we do not accept CV s but require a point by point response to the items detailed in the person specification taking account of the attached competences.

POST APPLIED FOR:

PERSONAL DETAILS:

First Name(s)

Surname:

RELEVANT EDUCATION AND TRAINING

Dates attended From	To (mm/yy)	School/College/ Other Institution	Qualifications obtained and Grade/level

PROFESSIONAL MEMBERSHIP (as applicable)

EMPLOYMENT RECORD

Present Employment

Employer's Name..... Address..... Post Code.....	Position held..... Department..... Date Appointed..... Present Grade..... Notice period.....
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PREVIOUS EMPLOYMENT (most recent employer first) please include relevant voluntary work

Employer's Name & Address	Position Held	Dates From/To	Grade/ Salary	Reason for leaving

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If there are any gaps in your employment or education history please explain them here

TRAINING

Please give details of any professional or vocational qualifications you hold that are relevant.

Date obtained	Qualification and Grade/Level obtained	Name of Awarding Body/or Training Provider

MISCELLANEOUS

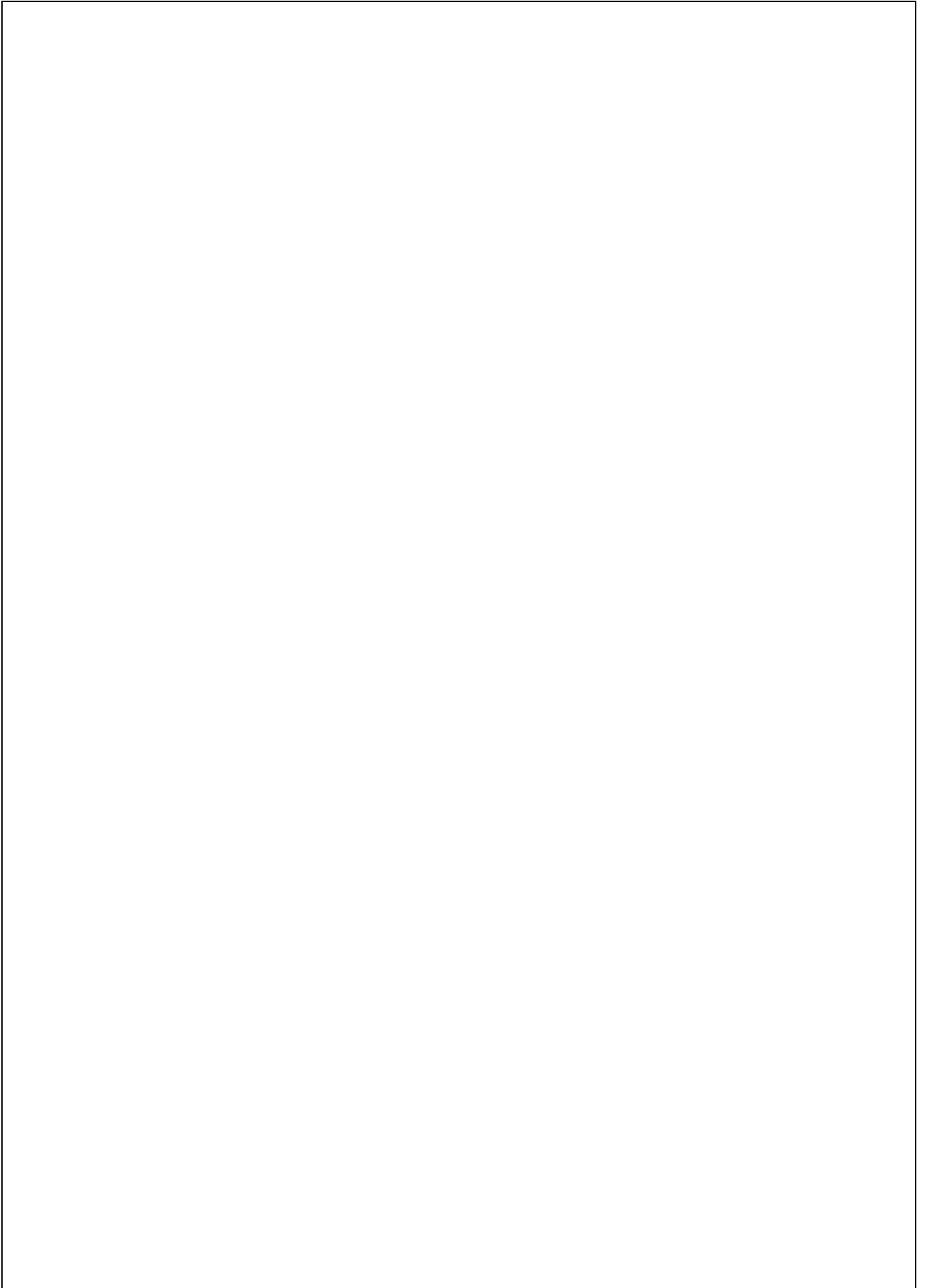
Do you hold a full U.K. driving licence	Yes / No
Do you have use of a car for work?	Yes / No
Do you have the right to reside and work in the UK?	Yes / No
Where did you see this advertisement?	
If applicable please identify if a family member is a volunteer or an employee at Southampton Scrapstore	

Nationality:		
<i>If you are not a British passport holder or a European citizen, or you do not have a permanent right to remain in the UK, you will require a work permit.</i>		
Do you need a work permit to be employed in the UK?	Yes	If you already have a work permit, when does it expire?
	No	(Please note that your current work permit may not be valid for this post)

Criminal offences:		
Have you been convicted of a criminal offence including spent or unspent convictions:	Yes	If yes, please provide details and dates in a sealed envelope marked 'private & confidential' and addressed to the chair of Southampton Scrapstore.
	No	Having a criminal record will not automatically bar you from working with us. This will depend on the circumstances of the offence and the relevance of the record to the post.

PERSONAL STATEMENT

Using the person's specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying for and interest in this position. (Continue on a separate sheet if necessary).



Declaration by applicant

I certify that the details I have provided are true, complete and correct to the best of my knowledge and belief. I understand that any false statement knowingly made, or the written of any relevant information, may result in the withdrawal of any offer of appointment or the termination of employment. I consent to Southampton Scrapstore processing this information. And if I am appointed, personal information about me may be computerised for Personnel/employee administration purposes including analysis for management purposes and statutory returns.

Signed:Date:

Print full name:

Southampton Scrapstore recruitment and selection procedures complies with the Data Protection Act 2018

PERSONAL DETAILS:

Title: (Mr, Mrs, Miss, etc.)

Surname:

First Name(s)

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Date of birth

Address:

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.....
.....
.....

Telephone Numbers:

Home:

Work:

Mobile:

Email:

Postcode:

What is the best way to contact you?

REFEREES: Please supply the names and contact details of at least two referees who can comment on your suitability for the position. One should be your current or most recent employer or volunteer manager. Referees should not be from the same company / organization.

N.B References will not be accepted from relatives or people who only know you as a friend.

<p>1. Present/Most recent employer</p> <p>Name:</p> <p>.....</p> <p>Capacity known:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone No:</p> <p>Email:</p>	<p>2. Name:</p> <p>.....</p> <p>Capacity known:</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone No:</p> <p>Email :</p>
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Equal Opportunities Monitoring Form

Southampton Scrapstore is committed to ensuring that all appointments are made on merit. This form is used to monitor how effective we have been at opening posts to all relevantly qualified individuals. In order to help us to monitor the effectiveness of this policy, all applicants for appointments are asked to complete this form.

The data given on this form will be kept strictly confidential and used for statistical purposes only. Our policies comply with the Data Protection Act 1998.

Please return this with your completed application form. On receipt this form will be separated from your application form and filed separately. **Please feel free to return in a sealed envelope marked Equal Opportunities Information.**

Your Name:

Your Date of Birth:.....

Your Gender:

Your ethnicity:.....

- | | |
|---|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> Other White Background | <input type="checkbox"/> Mixed – White and Asian |
| | <input type="checkbox"/> Other Mixed Background |
| <input type="checkbox"/> Black or Black British – Caribbean | |
| <input type="checkbox"/> Black or Black British – African | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other Black Background | <input type="checkbox"/> Other Ethnic Background |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Asian or Asian British – Pakistani | |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | |
| <input type="checkbox"/> Other Asian Background | |