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| Registered charity No: 1182187 | Application Form  Confidential |

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| Please return your completed form to: | Pam Walden via [info@aldag.org.uk](mailto:info@aldag.org.uk) |
| The deadline for receipt of completed applications is: | asap |

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| **Details of Post Applied For: COFFEE SHOP MANAGER** | |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | |
| Title |  | First Name(s) | |  | | |
| Surname |  | | | | Date of Birth |  |
| If you have previously been known by another name, please specify: | |  | | | | |
| Address |  | | | | | |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | |
| Daytime Contact Number: | |  | | | |
| Evening Contact Number: | |  | | | |
| Mobile Number (if different): | |  | | | |
| Email Address: | |  | | | |

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| Details of previous and current employment | From until |
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| Relevant qualifications |  |
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| **Statement of Application:** | | | |
| Please include:   * The reasons why you are applying * The personal qualities and experience that you feel are relevant to your suitability * Details of any relevant interests or activities * Qualifications | | | |
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| **Referees:** | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** * Please do not name relatives or people acting solely in their capacity as friends as referees. | | | |
| **Referee 1** | | **Referee 2** | |
| Title (Miss/Mr/Ms) |  | Title (Miss/Mr/Ms) |  |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee? |  | In what capacity do you know the referee? |  |

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| **Declarations:** |

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| If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. |
| **Declaration:** By signing this application form I understand that I am authorising the charity to consult the DBS Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process. |

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| Signature of Applicant |  | Date |  |
| **Thank you for your application.** | | | |

ALDAG is a Disability Confident Committed Employer and is committed to a policy of equal opportunities. We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.