



Application Form

Please email completed application forms to operations@thefold.org.uk.
Alternatively, post to "The Fold, Bransford, Worcester, WR6 5JB" or bring in person to our office (M-Th 10am-5pm).

Title of Post Applied for:		Date:	
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PERSONAL DETAILS

Name			
Address			
Postcode			
Home phone		Mobile Phone:	
E-mail address		Are you happy to be contacted via e-mail?	Yes / No

Present / Most Recent Employment /Volunteering Details

Provide details as to the nature of your work including responsibilities, skills and attributes that are relevant to this application.

Employers Name & Address		Job Title	
		Date Appointed	
		Date Left (if applicable)	
		Reason for Leaving	
		Latest Salary	
		Length of Notice	

Summary of main duties / purpose of job

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Previous Employment /Volunteering, starting with the most recent. (You may also attach a CV which includes this information).

From	To	Employer and Position Held	Final Salary	Reason for Leaving

Education - Please start with the most recent (Note that we may ask to see your original certificates.)

School/College/University	From	To	Qualifications Gained

Professional Qualifications / Membership of Professional Bodies

Awarding body	Grade of Membership	Full Details of Professional Qualifications	Date attained

References: Please give two referees who can comment on your professionalism / work ability, one of whom should be your present / most recent employer. If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones related to you).

a) Present / Most Recent Employer		b) Second Referee	
Name		Name	
Job Title		Job Title	
Address		Address	
Postcode		Postcode	
E-mail Address		E-mail Address:	
Telephone No		Telephone No	
Please state if we may obtain this reference prior to interview	Yes No	Please state if we may obtain this reference prior to interview	Yes No

Supporting Information:

Please use this section to explain why you are interested in the Fold and why you think you are the right person for this job. Tell us how your experience, training and personal qualities match the requirements of the role. Be sure to include any skills, knowledge and experience that you have gained through voluntary or unpaid work, community activities or through domestic and family experience, which you think may be relevant to the role. Continue on a separate sheet if necessary. (approx. 500 words)

Values: Please state what values are most important to you, and why.

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Interests / Leisure Activities:

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Other Information:

Are you currently eligible for employment in the UK? Yes ☐ No ☐	
What documentation you can provide to demonstrate this? (e.g. British passport/European Economic Area Identity Card/ Full Birth Certificate/ Passport or travel document showing an authorisation to reside and work in the UK)	
Do you have a current driving license? Yes ☐ No ☐	
How and where did you hear of this vacancy?	
Have you made an application to The Fold before? Yes ☐ No ☐	
If yes, please give details:	
What is your availability for interviews?	
If offered the job, when could you start?	

Disabled Applicants

Applications from disabled candidates are welcomed, and the organisation will make every effort to ensure a fair selection process. If you have a disability, please detail any special requirements or reasonable adjustments that would support you with the recruitment and selection process.

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Declaration:

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

In the event of being short listed, I understand that, where the post is exempt from the Rehabilitation of Offenders Act 1974, I will be asked to complete a confidential declaration regarding any unspent convictions.

Signature:

Date:

Name:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 2018 and will be processed solely in connection with recruitment.

I consent to my details being held securely for up to 12 months in relation to future vacancies: Yes/No

I would like my email address to be added The Fold's mailing list for news and events: Yes/No