



Job Application Form

THIS SHEET WILL NOT BE SEEN BY THE PANEL PRIOR TO SHORTLISTING

THE POST	
Post Title: SYFAB Manager	
PERSONAL DETAILS	
Surname/Family Name:	First name:
Address and postcode:	Home phone number: Mobile: Work phone number: Email: How do you prefer to be contacted? Mobile
DETAILS OF CURRENT/MOST RECENT EMPLOYMENT	
Employer:	Job title:
Address:	Date Appointed:
	Length of notice required:
	Date left:

PLEASE EXPLAIN YOUR ROLE, RESPONSIBILITIES AND ANY EXPERIENCE RELEVANT TO THE ADVERTISED POSITION:

PREVIOUS RELEVANT EMPLOYMENT (Paid or unpaid)
Employer:
Job title:
Dates From & To:
PLEASE EXPLAIN YOUR ROLE, RESPONSIBILITIES AND ANY EXPERIENCE RELEVANT TO THE ADVERTISED POSITION:

Further Previous Employment & Volunteer Roles				
Job title	Employer	Dates From – To	Brief Description of Main Duties	Reason for Leaving

EDUCATION

Please use this space to give details of any formal qualifications you have, giving the most recent first.

TRAINING		
Course Title and Content	Organising Body	Date, Duration and Outcome
Membership of Professional Bodies (if applicable)		

FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION (please use a separate page if need)

REFERENCES

Please give the names and addresses of two people to whom we may write for references. One referee should be your current or most recent employer, or most recent relevant employer. If you have no previous employment record, your college, school or University.

These referees will only be contacted if you are shortlisted for the post. Please indicate whether or not we may contact them at this stage.

First referee

Name:

Address:

Tel:

Email:

Relationship to you:

Second referee

Name:

Address:

Tel:

Email:

Relationship to you:

If you are shortlisted, may we contact this person prior to interview?

YES ☐NO ☐

If you are shortlisted, may we contact this person prior to interview?

YES ☐NO ☐**Relationships**

Are you relation to, or have a relationship with, a trustee or employee of South Yorkshire's Community Foundation? If so, please state the relationship.

Please return the completed form marked **Confidential** to:

Roz Richards, Business Support
South Yorkshire Community Foundation, The Campus,
Pack Horse Lane, High Green, Sheffield S35 3HY

or email: rrichards@sycf.org.uk

Criminal Convictions/Disciplinary Proceedings

Criminal Convictions

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Have you ever been convicted, or received a caution, warning or final reprimand, for an offence that will not be filtered from the PNC by the DBS? South Yorkshire Community Foundation abides by the DBS Code of Practice, which means any conviction disclosure would not necessarily be a bar to employment, but failure to disclose information relating to any convictions etc, could lead to withdrawal of an offer of employment.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

YES ☐

NO ☐

If so, please give details.

Disciplinary Proceedings

Please provide details of any disciplinary actions or investigations that you have been subject to, that are ongoing or still live on your records.

DECLARATION

The information contained in this form is, to the best of my knowledge, accurate and complete.

Signed Date

Privacy Notice

SYCF is required to collect, store and process the information contained about you in this form in order to assess your application and adhere to our Equal Opportunities and Diversity Policy. Our Privacy Policy lists your information privacy rights (available on our website), which include the right to access the information we keep about you. Information will not be shared with any third parties without your consent. For candidates who do not gain employment with us, your information will be kept for the duration of your relationship with us and will then be deleted after one year. For candidates who do gain employment with us, your information will be kept for the duration of your contract and will then be deleted after six years.