

# The Cellar Trust

## Job Application Form

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Before you complete this form please refer to our Privacy Policy which is available to download from our website or on request. The policy details how we process your personal information. Please mark the box to indicate you consent to your information being used by the Cellar Trust in accordance with our Privacy Policy:  Date:

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation. We are also a Disability Confident Employer and offer and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

Please complete all sections of this form. Unfortunately, we are unable to accept CVs. Please note that all offers of employment will be subject to the receipt of satisfactory references and a check through the Disclosure and Barring Service.

### **Position applied for:**

#### **Personal Details**

Title:

Last Name:

First Names:

Address:

Postcode:

Day Phone No:

E-mail address:

Mobile No:

#### **Current/Last Employment**

Name of Employer:

Address:

Postcode:

Tel No:

Dates from/to:

Job Title:

Notice Period:

Salary:

Reasons for leaving:

Brief Description of duties and responsibilities:



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**Education & Qualifications**

<b>School College/University</b>	<b>From - To</b>	<b>Qualifications gained</b>	<b>Grades</b>	<b>Date obtained</b>

**Membership of Professional Bodies:**

**The Cellar Trust**  
**Job Application Form**



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**Employment History since completing education (most recent first)**

Please account for all gaps in employment history and continue on a separate sheet if necessary.  
Please include details of any volunteer roles.

<b>Employers name and address</b>	<b>From - To</b>	<b>Job title &amp; brief description</b>	<b>Salary</b>	<b>Reason for leaving</b>



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**Skills, Experience and Knowledge**

Please use this section to show how you meet the essential requirements of the person specification, giving specific examples for each. Please continue on separate pages if necessary.

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**References**

*Please give two references. One of these should be your current/last employer.*

**Reference One**

**Name:**

**Position:**

**Name & Address of Organisation:**

**Phone number:**

**Email address:**

**Relationship to you:**

**Reference Two**

**Name:**

**Position:**

**Name & Address of Organisation:**

**Phone number:**

**Email address:**

**Relationship to you:**

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Would you like to request a guaranteed interview under the Disability Confident Employer Scheme?

YES NO

If YES please state why:

Are you related to or do you have any relationship with any trustee or staff member of The Cellar Trust?  
Please give details:

Please state where you saw this vacancy advertised: