**Banc Bwyd Caerdydd | Cardiff Foodbank**A green and black logo

Description automatically generated

Uned/Unit G, Cardiff Bay Business Centre,

Titan Road

Caerdydd/Cardiff

CF24 5BS

**T:** 029 2048 4120

**E:** [info@cardiff.foodbank.org.uk](mailto:info@cardiff.foodbank.org.uk)

Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg

**Application for Employment**

This application form has been designed to tell us all we need to know about you at this stage.

Please complete the form and email it to: [**recruitment@cardiff.foodbank.org.uk**](mailto:recruitment@cardiff.foodbank.org.uk)

| Post applied for: | **Volunteer Coordinator** |
| --- | --- |

**Personal Information**

| Surname |  |
| --- | --- |
| Forenames: |  |
| Title: |  |
| Previous names (if any): |  |
| Current address  (inc post code) |  |
| Email address: |  |
| Daytime telephone number: |  |
| Do you have the right to take up employment in the UK?  If no, please provide further details. | YES / NO |
| If shortlisted, are you available for an interview on **Thursday 3rd April 2025**?  If not, please let us know your availability closest to this date |  |

*Please note: The personal details section will be removed from the application form to anonymise candidates ready for when the recruitment panel are shortlisting.*

**Education and Qualifications**

| **Establishment** | **Qualifications gained** |
| --- | --- |
|  |  |

**Work experience**

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
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**Other Information**

| **Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. Welsh speaker or learner, computer literacy, full driving licence, etc.)?** |
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| **Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.** |
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| **Please give details of your main extra-curricular activities and interests.** |
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|  |

| **Please use this space to say why you are interested in the post for which you have applied, and use the application pack to tell us about your skills and experiences relevant to the role and why you believe you are the best person for the job (up to 1,000 words)** |
| --- |
|  |

| **If you are successful, when could you take up your post? How many weeks’ or months’ notice do you have to give to your current employer?** |
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|  |

| **If you have a mental or physical impairment, please give details of any special arrangements or adjustments that would assist you to attend an interview.** |
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|  |

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

We will only contact referees if you are offered the role.

| **Referee 1** | | | |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Tel: |  | Email: |  |
| Relationship: |  | | |

| **Referee 2** | | | |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Tel: |  | Email: |  |
| Relationship: |  | | |

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

| **Signed** (type if completing electronically) |  |
| --- | --- |
| **Date:** |  |

Thank you for your interest in this role and in working for Cardiff Foodbank, and for taking the time to complete this application form.

Please email your completed application form to: [**recruitment@cardiff.foodbank.org.uk**](mailto:recruitment@cardiff.foodbank.org.uk)