

***Employment Application Form***

*Sanctuary Hosting, c/o Emmaus Oxford, 171 Oxford Road, Cowley, Oxford, OX4 2ES*

Please complete this form and email it to **sarah.wahby@sanctuaryhosting.org**

Make sure you have read the Job Description and Details for Applicants before completing this form. It is important that you answer all the questions and we will not accept a CV instead of the application form. Please expand a box or continue onto another page if you need to.

***Position applied for: Service Coordinator (part-time)***

##### **Personal Details**

Forename(s)

Surname

Title

Address and Postcode

Work tel. no (if applicable)

Home tel. no.

Mobile no.

Email address

May we, with discretion, phone you at work? Yes / No

Do you require a work permit? Yes / No (if yes do you have one: Yes / No)

What is your national insurance number?

Where did you see the post advertised?

### Why do you want this job?

### Please outline your reasons for applying for this post.

|  |
| --- |
|  |

### Present/Last Employer Details

Name and address of employer

Position Held

Date started

Date finished (if applicable)

Final/most recent salary and benefits

Notice required (if applicable)

###### Please give a brief description of duties:

|  |
| --- |
|  |

Reasons for leaving/wishing to leave:

|  |
| --- |
|  |

***Previous Employment Details***

Please give details of your employment history, which can include voluntary work, excluding your present or last employment, starting with the most recent employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Job title and brief description of role** | **Dates (from and until)** | | **Salary** | **Reasons for leaving** |
|  |  |  |  |  |  |

### Relevant skills, experience, knowledge and personal qualities

Please show how you meet the criteria set out in the person specification.

|  |
| --- |
|  |

***Qualifications***

List any relevant qualifications/trainings you have taken or are about to take (most recent first).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Type of Qualification if any** | **Subject** | **Result** |
|  |  |  |  |

### Disability

Sanctuary Hosting is committed to encouraging candidates with disability to apply for available positions and to have an equal chance of securing and undertaking employment with us if this is reasonably practicable.

Do you have a physical or mental impairment (including a mental health issue) which could have an adverse effect on your ability to carry out normal day to day activities, or to fulfil the role advertised, or for which special arrangements might need to be made? Yes/No

If yes please specify the nature of the condition and any special arrangements that might need to be made either to enable you to attend interview (if you are short-listed) or to do the job (if you are appointed).

***DBS check***

### Please note that we will require a basic check from the Disclosure and Barring service.

### Do you already have one? Yes / No

### Anything else?

### Is there anything else that you would like to tell us that you think might be relevant to the post?

|  |
| --- |
|  |

### Referees

Please give below the names, addresses and phone numbers of two referees who can comment on your suitability for this post. If you have been employed recently, we would normally wish to see a reference from that employer.

***Referee 1***

Name

Relationship to you

Position

Address

Postcode

Tel no:

Email:

***Referee 2***

Name

Relationship to you

Position

Address

Postcode

Tel no:

Email:

### It is our policy to take up references before interview.

### Do we have your permission to contact referee 1? Yes / No

Do we have your permission to contact referee 2? Yes / No

### Declaration

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being shortlisted for interview, I will be required to complete a confidential declaration in respect of my state of health.

Signature Date

Sanctuary Hosting may wish to hold your details on file for consideration for any future vacancies.

Are you happy for your application to be kept on file for 12 months? Yes / No

**Thank you for taking the time and trouble to complete this form and for your interest in Sanctuary Hosting.**

**Privacy Notice*:*** *All personal information collected, stored and used by Sanctuary Hosting will be held within the provisions of the General Data Protection Regulation 2018. Sanctuary Hosting collects and uses your personal information to advance our charitable objectives and to assist us in monitoring and improving what we do. More specifically, we collect and use your personal information to match hosts to potential guests, to manage the hosting process, to keep supporters and donors informed, and to comply with our legal obligations. We do not share personal information with third parties except where it is necessary in order to carry out our charitable objectives or comply with our legal obligations. For our full Privacy policy please visit our website* [*www.sanctuaryhosting.org*](http://www.sanctuaryhosting.org) *or request a copy from a member of staff.*