Please complete this application form, plus the Equal Opportunities Monitoring form, as fully and as clearly as possible, using black ink pen or type. Please do not combine the application form and Equal Opportunities Monitoring form, as we need to keep these separate in the process to enable fair treatment of all candidates. We kindly request that you limit your completed application form to no more than 8 pages (not including the 2 administrative pages below). **Please do not send a CV, employer references, or any other enclosures.**

**APPLICATION FORM – Part 1**

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Your name in full:** |  |
| **Address:** |  |
| **Email:** |  |
| **Contact number:** |  |
| **Date of birth:** |  |
| **Where did you hear about this vacancy?** |  |

**Recruiting for diversity**

Diversity, equality and inclusion matter to Sustain. We have a working environment where we value and respect every individual's unique contribution. Diversity helps us identify where change is needed and what is required to promote equity as well as reflect the concerns of our wide alliance of members. We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief. We are happy to discuss and consider flexible working at the point of hire. Our staffcontribute to the mutually supportive culture of Sustain (including staff and project participants) in which equality and diversity are not just respected but actively promoted. We hope that all recruits will join with us in similar spirit.

*Note: In line with Sustain’s equal opportunities and diversity policies, Part 1 of this application will be removed, stored and processed separately, and will not be available to the shortlisting team. This is to enable fair and dispassionate assessment of applications on merit.*

**APPLICATION FORM – Part 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post applied for |  |  | Application number(For internal use only) |  |

|  |
| --- |
| **WORK HISTORY** |
| **Organisation** | **From** | **Position held** | **Description of job, responsibilities, and reasons for leaving:** |
| **To** |
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| **VOLUNTARY WORK** |
| **Organisation** | **From** | **Position held** | **Description of work done** |
| **To** |
|  |  |  |  |
|  |  |  |  |
| **EDUCATION** |
| **Secondary schools** | **From** | **Qualifications gained and grades** |
| **To** |
|  |  |  |
|  |  |  |
| **FURTHER EDUCATION** |
| **Colleges or universities** | **From** | **Qualifications gained and grades** |
| **To** |
|  |  |  |
| **OTHER RELEVANT COURSES & TRAINING** |
| **Training organisation** | **From** | **Qualifications gained and grades** |
| **To** |
|  |  |  |
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| **SKILLS AND EXPERIENCE** |
| Please use this space (maximum of 2 pages) to provide evidence of how your experience, skills and knowledge match those detailed in the job description.  |
|  |
|  |
| **OTHER INTERESTS** |
| Please use this space to list some of your interests, such as any relevant hobbies or volunteer roles and to indicate any other organisations that you are involved with. Please keep this brief.  |
|  |
| **ADDITIONAL INFORMATION** |
| Please use this space to say anything else that you might consider relevant or useful. |
|  |

**REFERENCES
Please provide your references, one of which should be from your most recent employer. Referees will not be contacted until after the interview phase however we reserve the right to request additional references after interview.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address |  |  | Address |  |
|  |  |  |
|  |  |  |
| Postcode |  |  |  | Postcode |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Telephone |  |  | Telephone |  |
| Email |  |  | Email |  |
| Relationship |  |  | Relationship |  |