



Please return this form to:

E-mail: hr@zestcommunity.co.ukZest, 18 Upperthorpe,
Sheffield S6 3NA

Telephone: 0114 270 2041

APPLICATION FOR EMPLOYMENT**Zest is a trading name of Netherthorpe & Upperthorpe Community Alliance**

Please note that information given on pages 7–11 will not be seen by the shortlisting or interview panel. This is for the purposes of equality, diversity, and inclusion. Complete all sections as fully as possible using a typewritten format with a minimum font size of 11.

Position Applying for		Reference No <i>(office use)</i>	
------------------------------	--	---	--

WORK HISTORY

Present or last employer's Name and Address	Reasons for leaving <i>Please indicate if you intend continue working in any jobs.</i>	Dates				
		From	To			
Job Title						
Brief details of duties						
Length of notice required <i>please complete in all cases</i>						

Previous experience (paid or voluntary)

Employer/ organisation Name & Address	Job Title	Reasons for leaving	Dates	
			From	To

Please continue on a separate sheet if necessary.

EDUCATION AND TRAINING

Please give details of any relevant courses or qualifications undertaken, starting with most recent first:

Subject (including results/grade and the institute/providers name)	Dates from - to
---	------------------------

Please continue on a separate sheet if necessary

SUITABILITY

Essential Criteria

(When answering the suitability questions, please remember to review the job description and provide relevant examples and include any areas other than paid work such as voluntary roles, education or personal life experience.

- Your response to each question has a maximum word count/character limit. The form is restricted and will not let you exceed these limits. Essential questions are restricted to a **maximum of 2,000 characters approx. 250 words.**
- The font size is set to size 12
- Remember to read our guide prior to completing.
- Zest acknowledges the advancements in technology, including the use of artificial intelligence (AI). If you choose to use AI, it should be solely for the purpose of reviewing or refining content you have written yourself. Your application must accurately reflect your own experience, skills, and qualifications, and should not be generated by AI.



Zest is committed to supporting disabled applicants. If you have a disability and meet the minimum criteria for this role, you will be guaranteed an interview. If you would like to be considered under this scheme, please tick the box

SUITABILITY QUESTIONS - *Essential Criteria*

1. Do you have at least 2 years' experience of working with parents, families or children ? Please provide details. (max 2,000 characters, approx 250 words)

2. Can you describe your knowledge and understanding of issues affecting children and families including parenting, health and child development

SUITABILITY

Essential criteria continued

3. Please explain your knowledge of using activity to help mental health?

4. What is your experience of managing volunteers?

5. Could you tell us about any experience you have of organising events, sessions or workshops?

SUITABILITY CONTINUED

Essential criteria continued

6. What is your knowledge and understanding of safeguarding.

7. Please evidence your outstanding communication skills, both written and verbal?

8. The role requires you to be self-motivated and able to work on own initiative or as part of a team and to have great interpersonal skills and approachability. Can you provide examples of your suitability?

SUITABILITY CONTINUED

9. Can you outline your Strong organisational and administrative skills as well as good IT skills including Word, Outlook and databases.

Desirable criteria

10. do you have experience of working or volunteering in a community environment?

11. Do you have experience in a similar role?

Circumstances & Commitment

12. The job requires travel to outreach venues and meetings. You may need to carry equipment for activities with you. What mode of transport would you use?

SUITABILITY CONTINUED

13. This role requires working flexible hours including evenings and weekends. Please explain any barriers to this you may have?

14. An enhanced DBS check will be required for this post. Do you have any barriers to this?

15. Is there anything else you would like to add to highlight your suitability for this role?

CONTACT DETAILS/REFERENCES & ADDITIONAL INFORMATION

Position applying for		Reference No <i>office use</i>	
Any Dates that you are unavailable for Interview			
Surname		First Name(s)	
Address			Telephone Numbers Day: Evening: Mobile:
Post Code		E-mail address	

Please give the names and addresses of two people to whom we may write for a reference, neither of whom should be related to you. One should be your present or most recent Employer.

Referee (1) Present or Most Recent Employer		Referee (2) Personal Capacity/Previous Employer/Tutor	
Full Name		Full Name	
Job Title		Job Title	
Address		Address	
Post Code		Post Code	
Telephone		Telephone	
Email		Email	
If you are short listed for the post, can your referees be contacted at this? Delete as appropriate.			
Referee (1)	Yes No	Referee (2)	Yes No

<u>ADDITIONAL INFORMATION</u>	
If the post is Full Time would you be interested to job share it?	Yes No
If yes do you have a job share partner? <i>If so please write their name.</i>	
Do you have any criminal convictions (other than 'spent' convictions), cautions, warnings, reprimands, binding over or other orders, pending prosecution or criminal investigations? You may be asked to give details if you are short listed for the post.	Yes No
Do you have the right to live and work in the UK?	Yes No
Dismissal: Have you ever been dismissed from employment or voluntary work for reasons other than health or redundancy?	Yes No
Relationships: Are you related to, in a relationship with, or friends with any current employee, volunteer, or trustee of Zest? If so, please state their name and the nature of your relationship below.	Yes No
<u>DATA PROTECTION</u> <p>Zest, located at 18 Upperthorpe, Sheffield, S6 3NA, is the Data Controller for the personal data you provide in this application form. We will process your personal data under the legal bases of legitimate interests, contractual necessity, and legal obligation, where applicable. The purposes of processing include assessing your suitability for employment, complying with legal requirements, and for personnel administration and statistical analysis.</p> <p>Your personal data will be retained securely for six months after the closing date of the job application. After this period, your data will be securely deleted unless you provide explicit consent for us to retain it for future opportunities. You may withdraw this consent at any time by contacting hr@zestcommunity.co.uk.</p> <p>Your personal data may be shared with third-party service providers who assist us in the recruitment process. We will ensure all data-sharing is in compliance with UK GDPR and that appropriate safeguards are in place.</p> <p>You have the right to access, rectify, or erase your personal data, restrict or object to processing, and the right to data portability. If you have any concerns about how we handle your data, you can contact us at hr@zestcommunity.co.uk or lodge a complaint with the Information Commissioner's Office (ICO).</p> <p>By signing below, you acknowledge that you have read and understood this Data Protection Notice.</p>	
<u>DECLARATION</u> <p>By submitting this form I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice.</p>	
Signature:	Date:

If you experience issues signing the form electronically please submit without and we can obtain if interviewed

EQUAL OPPORTUNITIES MONITORING FORM

Please complete this form as fully as possible. It will be separated from your application form on receipt and will only be used for monitoring purposes.

To select: double click the box that matches your choice, choose 'Checked' from the Default value option and click OK.

How would you describe your Gender?

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Non-binary	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
Intersex	<input type="checkbox"/>	Prefer not say	<input type="checkbox"/>

Other, please describe below

Is your gender identity the same as the sex you were assigned at birth?

Yes ☐

No ☐

Prefer not to say ☐

What is your age?

25 & under	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>	46-55	<input type="checkbox"/>	over 55	<input type="checkbox"/>
------------	--------------------------	-------	--------------------------	-------	--------------------------	-------	--------------------------	---------	--------------------------

How would you describe your ethnicity?

White: English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>

White: Gypsy or Irish Traveller ☐

White: Any other White background, please describe below

Mixed/Multiple ethnic groups: White and Black Caribbean ☐

Mixed/Multiple ethnic groups: White and Black African ☐

Mixed/Multiple ethnic groups: White and Asian ☐

Mixed/Multiple ethnic groups: White and Asian: Any other Mixed/Multiple ethnic background, please describe below

Asian/Asian British: Indian ☐

Asian/Asian British: Pakistani ☐

Asian/Asian British: Bangladeshi ☐

Asian/Asian British: Chinese ☐

Asian/Asian British: Any other Asian background, please describe below

Black British

Black British: Caribbean

Black British: African ☐

Any other Black British background or any other Black/ African/ Caribbean background, please describe below

Arab ☐

Please use this box to describe your ethnic group if not accurately described above

DISABILITY

Do you have a disability? Yes ☐ No ☐

SOURCE OF APPLICATION

Where did you learn of this vacancy?

- | | | | |
|--------------------|--------------------------|-------------------------|--------------------------|
| Social Media | <input type="checkbox"/> | Online Job Board | <input type="checkbox"/> |
| Recruitment Agency | <input type="checkbox"/> | Local Press | <input type="checkbox"/> |
| News Paper | <input type="checkbox"/> | Jobcentre | <input type="checkbox"/> |
| Word of Mouth | <input type="checkbox"/> | Zest staff or volunteer | |

Other, please