CONTRACTOR APPLICATION FORM

Last updated: March 2020

Big Leaf Foundation is committed to ensuring that we recruit contractors that are suitable for the role and that we follow safe recruitment practices. In order to achieve this:

* Shortlisting is based on application forms and not on provision of CVs.
* Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.
* A minimum of two written references will be required for every applicant.
* DBS checks will be undertaken for all roles that involve direct contact with children and/or vulnerable adults

If you would like to apply for a role with Big Leaf Foundation, please complete the form below and email it to [contact@bigleaffoundation.org.uk](mailto:contact@bigleaffoundation.org.uk) with the role title in the email subject line.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Phone number |  |
| Home address |  |
| Emergency contact  (name and relationship to you) |  |
| Emergency contact phone number |  |
| Role(s) applied for |  |

**EDUCATION AND VOCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Institution | Dates | Course details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT AND/OR VOLUNTARY EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name | Position held | Dates | Main duties |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SKILLS & EXPERIENCE**

|  |
| --- |
| Please tell us about your skills and experience relevant to this role (please refer to the person specification to help you structure this section): |
| Please tell us why you would like to work for Big Leaf Foundation: |
| Please use this space to tell us anything else you think might be relevant to your application. |

### REFEREE DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Please give details of two referees (academic or professional). Please note we cannot accept references from personal friends or family members. | | | |
| Referee name & relationship to you |  | Referee name & relationship to you |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Phone number |  | Phone number |  |

|  |
| --- |
| I declare that the information I have given in this application is correct.  Signed:  Date: |

|  |
| --- |
| Please tell us how you heard about this role (delete as applicable):   * Charity Job * Big Leaf Foundation website * Twitter * Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PROTECTING YOUR PRIVACY

Big Leaf Foundation will use the information you have provided to assess your application against the relevant role profile and (if shortlisted) to contact you to arrange a meeting.

We will never share your personal information with third parties unless we have your permission to do so or are required by law to do so. If you have given permission, we may share your personal information with a partner organisation specifically for the purposes of providing our services. For example, if you have consented to a DBS check for the purposes of your work with us, we may share your name and contact details with a relevant umbrella body in order to provide this service.

For more information explaining how we use your information, please see our Privacy Policy [www.bigleaffoundation.org.uk/privacy-policy](http://www.bigleaffoundation.org.uk/privacy-policy)