

**Application Form:**

**Schools Officer**

**Deadline for applications:** Midday, Monday 25 February 2019

**Interviews:** 28 February 2019

**Guidance notes**

1. Please answer all ten sections of the application form
2. Please write an example in every box on the person specification, in both the essential and desirable to enable us to score your application. Use examples of your skills and experience from paid work, voluntary work and/or education/ other as your 'evidence'
3. When completed, please read through your application form carefully, checking for errors or omissions. Check the closing date quoted, and make sure your application form is sent in plenty of time. Applications sent in after the closing date will not be accepted.
4. We are committed to improving employment opportunities for all. If you would require assistance when attending an interview please give brief details on the application form in the Personal Details section.
5. To ensure that our Equal Opportunities Policy is effective, all candidates are requested to complete the monitoring questionnaire. Information you give will be treated as confidential and detached from the application form before short-listing.
6. Please email your completed application form to [clare@stepneycityfarm.org](mailto:clare@stepneycityfarm.org)
7. Due to the volume of applications unfortunately we are unable to contact unsuccessful applicants, or to provide feedback for applicants who have not been invited to interview. If you have not been contacted before the interview date please assume that your application has been unsuccessful on this occasion.

**1) Personal Details**

Name:

Address:

Phone number:

Email:

**2) What is your motivation for applying for this role? (200 words max)**

|  |
| --- |
| <your answer here> |

**5) Employment**

Please give details of your employment history (current or most recent first), detailing any periods of unemployment and unpaid/voluntary work (Add or delete tables as required):

|  |  |  |  |
| --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Employer | Job Title |
| Main duties (5 bullet points max) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Employer | Job Title |
| Main duties (5 bullet points max) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Employer | Job Title |
| Main duties (5 bullet points max) | | | |

**Current notice period (if applicable):**

**6) Education and Training**

Please give details of your education and training to date. This is inclusive of any professional training, qualifications or short courses you have completed (Add or delete rows as required):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Name of Establishment | Course Title | Result |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7) Please describe the qualifications, training, experience and personal attributes that make you suited to this role and give evidence where possible.**

|  |  |
| --- | --- |
| **Essential** | **How you meet these criteria from the person specification** |
| At least three years experience of working face-to-face with children |  |
| Minimum two years experience of running outdoor learning sessions |  |
| Motivated and able to deliver engaging educational sessions for children and young people at the farm |  |
| A commitment to and ability to articulate the social and environmental benefits of high welfare ecological farming and food growing using organic principles |  |
| Ability to identify common plants including salad, vegetable and herb crops |  |
| Ability to identify common farm animals, and willingness to explain our working farm policy to children, young people and farm visitors |  |
| Demonstrable experience of delivering formal learning sessions for students of different ages and abilities |  |
| Ability to spot potential hazards with a responsible common sense approach to health and safety |  |
| Ability to interact with a diverse range of people and age groups |  |
| Excellent IT skills with ability to use gmail, word, excel and cloud based software. |  |
| Experience of monitoring and evaluating projects and report writing |  |
| Strong communication and presentation skills including in writing, in person and over the phone |  |
| Track record of working towards and meeting performance targets for funders |  |
| Experience in managing project budgets |  |
| **Desirable** |  |
| Proven track record of growing food with schools or running animal focussed lessons with groups |  |
| Experience of working on a city farm with animals and/or plants |  |
| Understanding of issues around industrial food production and campaigns for fairer food systems |  |
| Education to degree level in a relevant subject |  |
| Qualification or work experience with plants, horticulture, animal care or agriculture |  |
| Qualification related to working with children |  |
| Experience of working with young people age 12-18 on outdoor volunteering programs |  |
| Experience of writing funding applications |  |
| Formal Health and Safety training or qualification |  |
| Experience of creating risk assessments |  |
| Ability to speak Bengali/ Sylheti, Somali or another language relevant to the local area |  |
| Experience of working with young people who are at risk of exclusion, in alternative provision or NEET |  |
| Driving licence |  |
| First Aid Certificate |  |
| Registered with the DBS update system |  |

**8) Referees: one of whom must be most recent line manager/employer**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Full Name |  |  |
| Position |  |  |
| Email Address |  |  |
| Phone number |  |  |

**May we approach these referees prior to offering you the job?** Yes / No

**9) Criminal Convictions**

Owing to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by us.

Have you had a criminal conviction? Yes / No

|  |  |
| --- | --- |
| If YES, when did this take place? |  |
| What was the charge? |  |

**10) DECLARATION**

I understand that the appointment, if offered, will be subject to information given on this application form being correct. Providing false information with regard to this application shall disqualify the applicant from such an appointment, or if discovered after employment, may lead to dismissal.

|  |  |
| --- | --- |
| Signed |  |
| Full Name |  |
| Date |  |

**Equal Opportunities Form**

Our Policy

It is the aim of Stepney City Farm (SCF) to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, ethnicity, religion, marital status, sexuality, age or disability including HIV status or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end SCF has an Equal Opportunities Policy and it is for each employee to contribute to its success.

**This policy is in accordance with the full provisions of the Sex Discrimination Act 1975, Race Relations Act 1976 and the Disability Discrimination Act 1995.**

**Monitoring Information**

To ensure that the Equal Opportunities Policy is effective, detailed monitoring of applications is carried out. This necessitates collecting information regarding your gender, ethnic group and any disability you may have. Your help in this would be greatly appreciated.

This information is used solely for monitoring purposes. It will be treated as confidential and this sheet will be detached from your application form on its receipt and before shortlisting of candidates takes place. It will not be used as part of the selection process.

**Personal Details**

*Please delete as appropriate:*

Male Female

Age 18-24 25-34 35-44 45-54 55-64 65+

**Ethnicity**

*How would you describe your ethnicity?*

|  |  |  |
| --- | --- | --- |
| White | British |  |
| Irish |  |
| Any other white background \* |  |
| Mixed | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background \* |  |
| Asian or Asian British | Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background \* |  |
| Black or Black British | Somali |  |
| African |  |
| Any other Black background \* |  |
| Chinese | Chinese |  |
| \*Other ethnic group (OE) | Please state: | |

*Do you consider yourself to have a disability?*

**All personal data on this form is subject to the provisions of the Data Protection Act 1984.**