**12 – 13b**

***NFYFC Situations Vacant Competition 2024***

*To be completed as part of the competition*

1. Please type this application, or if completing offline, use black ink and clear handwriting when you complete this application form
2. Please return the completed application form to the address printed at the end of the form
3. Failure to complete this application form fully or correctly will render the application void

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| Post applied for |  |
| How did you hear of this vacancy |  |
| **Your details** | |
| Full Name |  |
| Membership No. |  |
| Club & County |  |
| 16 – 21 years | Yes/No (please specify) |
| 22 – 28 years | Yes/No (please specify) |
| Present address |  |
| Mobile telephone number |  |
| Email address |  |
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| Please attach evidence of your right to live and work in the United Kingdom | Please be advised that the NFYFC cannot offer visa sponsorship and that you must have the right to live and work in the UK to apply or be considered for this role. Non-UK Nationals, must already have an appropriate working visa to undertake employment.  🞎 I am a UK National and attach a scan of my UK issued:   * passport (page showing nationality, date of birth and photograph) **or** * birth or adoption certificate issued from the UK, Channel Islands or Isle of Man **and an official document from a UK government agency** ((for example HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer showing your name and National Insurance number   🞎 I am a Non-UK National and attach a scan of the UK issued documents that confirms my *right to live and work in the UK.*  . |

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| **Education & Training** |

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| **College & Universities** | | | | |
| **Date - from** | **Date - to** | **Name of Establishment** | **Examination and subject(s) studied** | **Date and grade awarded** |
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| **School – from 11 years of age onward** | | | | |
| **Date - from** | **Date - to** | **Name of Establishment** | **Examination and subject(s) studied** | **Date and grade awarded** |
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| **Other (including professional/vocational qualifications)** | | | | |
| **Date - from** | **Date - to** | **Name of Establishment** | **Examination and subject(s) studied** | **Date and grade awarded** |
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| **Additional qualifications (including training courses undertake and practical skills, IT skills etc** | | | | |
| **Date - from** | **Date - to** | **Name of Establishment** | **Training course undertaken / practical skills possessed** | **Date and grade awarded or level of proficiency** |
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| **Previous employment** | | | |
| Job Title |  | Name & address of employer |  |
| Nature of employer’s business |  | Dates employed | Start date:  Finish date: |
| Salary  Other benefits | £ | Reason for leaving/seeking alternative employment |  |
| Your main responsibilities and duties |  | | |
| Your main achievements in this employment |  | | |

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| **What skills & experience would you bring to the job you are applying for? Please state in order of strength** |
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| **Please describe your interests, for example social, leisure, sports including any voluntary positions of responsibility you currently hold, or have held previously** |
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| **Additional information** |

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| Do you hold a full driving licence? | | | Yes / No |
| If so, do you have any endorsements. Please give details | |  | |
| Do you have access to a vehicle for use in connection with work? (Expenses are claimable) | | | Yes / No |
| Are there any restrictions regarding your employment?  E.g. Do you have the right to work in the UK? | | | Yes / No |
| If yes, please give details |  | | |

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| Do you have any disability which may require special arrangements being made for you to attend interview? | | Yes / No |
| If yes, please give details |  | |

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| **Please give below any additional information you wish to bring to our attention** |
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| **Referees** | | | |
| Please give the names and addresses of two unrelated persons, including wherever possible your present employer or most recent employer. Referees should be able to comment on your ability to perform the job you are applying for. Please advise your referees that they may be both written to and telephoned. References may be taken up prior to any offer of employment unless you have indicated otherwise below | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Daytime telephone number |  | Daytime telephone number |  |
| Email address |  | Email address |  |
| May we contact now | Yes / No | May we contact now | Yes / No |

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| **Declaration & signature** |

1. To the best of my knowledge, the information given on this form is true and comprehensive.
2. Should I accept employment from National Federation of Young Farmers’ Clubs, I understand that it will be on the basis that the truthful completion of this form constitutes part of the terms of contract from my employment.
3. I accept that providing deliberately false information could result in my dismissal.

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| Signed: |  |
| Date of Signature: |  |

1. By signing and returning this application form you consent to the National Federation of Young Farmers’ Clubs using and keeping information about you provided by you or third parties such as referees relating to your application or future employment.
2. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of the interview.
3. Such information may include details relating to ethnic monitoring and disability; these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing this form.

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| **Completed application forms should be returned to:** | |
| (*Applications to be sent to your County Office – for County Competition or Area Secretary – for Area Competition)*  *For the National Final – please send to*  [Margaret.bennett@nfyfc.org.uk](mailto:Margaret.bennett@nfyfc.org.uk) | ***Marked Private & Confidential*** |

NFYFC