



Please return this form to:

E-mail: [hr@zestcommunity.co.uk](mailto:hr@zestcommunity.co.uk)

Zest, 18 Uppertorpe,  
Sheffield S6 3NA

Telephone: 0114 270 2041

## APPLICATION FOR EMPLOYMENT

**Zest is a trading name of Netherthorpe & Uppertorpe 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.

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

## WORK HISTORY

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

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**Do you hold any of the qualifications or certificates listed below? If so, please tick the relevant box. (Please note: if successful, you may be asked to provide certificates.)**

Information Advice & Guidance (IAG) Qualification Level 3

Employment Related Services Qualification

Individual Placement Support (IPS)

Award in Adult Education

**If you do not hold any, or only some, of the qualifications listed above, would you be interested and willing to undertake a relevant qualification?**

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**Please give details of any other 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

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## 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**

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## SUITABILITY QUESTIONS - *Essential Criteria*

1. **Do you have at least one year's experience providing Information, Advice, and Guidance (IAG), preferably within employment-related services? Please provide details.** (max 2,000 characters, approx 250 words)

2. **Can you describe your experience of managing a client caseload?**

# SUITABILITY

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*Essential criteria continued*

**3. What do you understand about the barriers people have to employment, and what strategies have you used or would you use to help individuals overcome them?**

**4. You will be required to work to and achieve performance targets? Can you please give an example of a target you met or exceeded.**

**5. Could you tell us about any experience you have of facilitating group sessions or activities?**

## SUITABILITY CONTINUED

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### *Essential criteria continued*

**6. The job involves building and maintaining excellent partnerships with various providers and employers in the city. Do you have any experience of this? If so, please explain how these partnerships have benefited your work.**

**7. What steps have you taken to promote equality, diversity, and inclusion in your work or life?**

**8. The role requires you to work both as part of a team and independently. Can you provide an example of working effectively in each situation?**

## SUITABILITY CONTINUED

### *Desirable Criteria Questions*

9. Do you have experience of job matching while considering individuals circumstances? Can you provide an example? (Max: 1,200 characters approx. 150 words)

### **Circumstances & Commitment**

10. How do your values align with Zest's vision and mission? (Max: 1,200 characters approx. 150 words)

11. Occasionally, you will be required to work in the evening or at the weekend to support an event or meet the needs of the service. Are you able to commit to this?(Max: 800 characters approx. 100 words)

12. The job requires travel to outreach venues and meetings. What mode of transport would you use? (Max: 800 characters approx. 100 words)

## CONTACT DETAILS/REFERENCES & ADDITIONAL INFORMATION

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

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.

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

**ADDITIONAL INFORMATION**

|  |     |    |
|--|-----|----|
| 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>  |     |    |
| <b>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.</b> | Yes | No |
| <b>Do you have the right to live and work in the UK?</b>   | Yes | No |
| <b>Dismissal:</b> Have you ever been dismissed from employment or voluntary work for reasons other than health or redundancy?  | Yes | No |
| <b>Relationships:</b> Are you related to, in a relationship with, or friends with any current employee, volunteer, or trustee of Zest?<br><br>If so, please state their name and the nature of your relationship below.  | Yes | No |

**DATA PROTECTION**

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.

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](mailto:hr@zestcommunity.co.uk).

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.

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](mailto:hr@zestcommunity.co.uk) or lodge a complaint with the Information Commissioner's Office (ICO).

By signing below, you acknowledge that you have read and understood this Data Protection Notice.

**DECLARATION**

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.

|                   |              |
|-------------------|--------------|
| <b>Signature:</b> | <b>Date:</b> |
|-------------------|--------------|

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



# EQUAL OPPORTUNITIES MONITORING FORM

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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  Male

Non-binary  Transgender

Intersex  Prefer not say

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  26-35  36-45  46-55  over 55

## How would you describe your ethnicity?

White: English/Welsh/Scottish/Northern Irish/British

White: Irish

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  Online Job Board

Recruitment Agency  Local Press

News Paper  Jobcentre

Word of Mouth  Zest staff or volunteer

Other, please