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# Co-op Member: Finance & HR



## Application Form

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The form should be completed in black ink or type. Please complete all sections of the application form. If you have any questions about the application form or would like it in another format please contact us at [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop) or on 0113 2625155.

Please return the application form to [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop) or post to Leeds Bread Co-op, 11 Penraevon Trading Estate, Penraevon Avenue, Leeds, LS7 2AW. You will receive confirmation of receipt of your application form within 72 hours.

Your privacy is important to us. At Leeds Bread Co-op we have a few fundamental principles: We don't ask you for personal information unless we truly need it. We don't share your personal data with anyone except to comply with the law or protect our rights.

We don't store personal information on our servers unless required for the ongoing duration of the recruitment. If you are unsuccessful in your application, we will hold your information for up to two months before we dispose of your information.

1. PERSONAL DETAILS	
<b>TITLE:</b>	<b>ADDRESS:</b>
<b>FIRST NAME:</b>	
<b>SURNAME:</b>	
<b>PREFERRED PRONOUNS:</b>	
<b>MOBILE TEL NO:</b>	<b>POSTCODE:</b>
<b>HOME TEL NO:</b>	<b>NATIONAL INSURANCE NO:</b>
<b>EMAIL ADDRESS:</b>	

**2. EMPLOYMENT HISTORY**

TITLE OF PRESENT/MOST RECENT POST:

EMPLOYER:

START DATE:

WORK ADDRESS:

END DATE (if applicable):

TEL NO:

POSTCODE:

EMAIL:

BRIEF DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

**PREVIOUS EMPLOYMENT/WORK EXPERIENCE**

JOB TITLE/ NATURE OF WORK	NAME AND ADDRESS OF ORGANISATION	FULL- TIME OR PART- TIME	DURATION		REASON FOR LEAVING
			FROM	TO	


### 3. EDUCATION, QUALIFICATIONS & TRAINING

Applicants should list all qualifications, subjects taken, and any relevant training, starting with the most recent. Please list any qualifications you are currently working towards.

QUALIFICATION / TRAINING ATTENDED	DATE AWARDED		EDUCATION ESTABLISHMENT	GRADE
	MONTH	YEAR		

### 4. AVAILABILITY AND/OR FLEXIBILITY OF WORKING

Please detail if you have a preferred number of working hours/days per week (20 hours a week minimum contract for this role, with additional hours available as per the job advert details):

Leeds Bread Co-op Finance and HR shifts run from Monday – Friday

Please detail your availability for shifts (or if anything may impact your availability):

When would you be able to start working with us? (we can offer flexibility to applicants and offer reduced hours during the training period)

## 5. PERSON SPECIFICATION

### 5.1 FINANCE & HR ROLE

As this is a dual-team role, we are looking for applicants to details their experience, skills, knowledge and personal qualities for working successfully in these 2 teams: Finance and HR. We have broken down this section of the application form into 2 section:

#### **FINANCE TEAM:**

Please detail any experience, skills, knowledge and personal qualities for working successfully in our Finance Team.

**Please use the Job Description and Person Specification as templates to guide you.**

## **HR TEAM**

Please detail any experience, skills, knowledge and personal qualities for working successfully in our HR Team.

**Please use the Job Description and Person Specification as templates to guide you.**

## **5.2 CO-OP MEMBERSHIP**

We are keen to find individuals who are driven and enthusiastic to be a part of our workers co-op!

Please use this space to tell us about your skills, qualities and experience that would make you a great addition to our team of Co-op members, **using the Job Description and Person Specification to guide you.**

### 5.3 OTHER AREAS OF INTEREST

We encourage multi-skilled working at Leeds Bread Co-op, and all our employees are part of their primary team and at least one secondary team.

We currently have availability within the following teams:

- Markets & Bakery Shop

Please use this space to details any interest you have in any of these other teams, as well as relevant skills and experience you may have relating to this.

**6. REFEREES**

Please provide the contact details of two referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work.

**TITLE:****ADDRESS:****NAME:****POSITION:****TEL NO:****EMAIL:****POSTCODE:****RELATIONSHIP TO REFEREE:****TITLE:****ADDRESS:****NAME:****POSITION:****TEL NO:****EMAIL:****POSTCODE:****RELATIONSHIP TO REFEREE:****7. DECLARATION**

I confirm that I am eligible to work in the U.K. and that the information provided above is correct and understand that any false statement could result in my application or appointment being terminated.

**SIGNATURE OF APPLICANT:****DATE:****HOW DID YOU HEAR ABOUT THIS VACANCY?**