

# Baby Godiva Application Form

Thank you for your interest in working with Baby Godiva. Please complete every section of this form. We use the information provided here to shortlist consistently against the requirements of the role; a CV is not required.

Please return your completed form to [katie@babygodiva.org](mailto:katie@babygodiva.org) by [insert closing date]. Interviews are planned for [insert interview date].

## Role applied for

You may apply for one or both roles. Please tick all that apply.

☐ Warehouse and Volunteer Coordinator £14 per hour    ☐ Family Support and Development Coordinator £15 per hour

## Applicant details

|                |  |
|----------------|--|
| Full name      |  |
| Preferred name |  |
| Address        |  |
| Postcode       |  |
| Telephone      |  |
| Email          |  |

## Requirement checks

Please answer these questions before completing the rest of the form.

|                                                                                                                       |                                                          |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Do you hold a full UK driving licence?                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you willing and able to drive as part of this role, including supporting collections or deliveries when required? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have the right to work in the UK?                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you able to work 2.5 days per week?                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you willing to undertake a DBS check if the role requires one?                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Driving licence details** Please list any current endorsements, restrictions or relevant information:

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**Reasonable adjustments** Is there anything we should arrange to make the application or interview process accessible to you?

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## Employment and volunteering history

Please begin with your current or most recent role. Include paid employment, volunteering and caring responsibilities that are relevant to your application. Continue on a separate sheet if needed.

### Role 1

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Organisation</b>           |                                |
| <b>Job or volunteer title</b> |                                |
| <b>Dates</b>                  | From:                      To: |
| <b>Main responsibilities</b>  |                                |
| <b>Reason for leaving</b>     |                                |

### Role 2

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Organisation</b>           |                                |
| <b>Job or volunteer title</b> |                                |
| <b>Dates</b>                  | From:                      To: |
| <b>Main responsibilities</b>  |                                |
| <b>Reason for leaving</b>     |                                |

**Role 3**

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Organisation</b>           |                                |
| <b>Job or volunteer title</b> |                                |
| <b>Dates</b>                  | From:                      To: |
| <b>Main responsibilities</b>  |                                |
| <b>Reason for leaving</b>     |                                |

**Gaps in employment**

Please briefly explain any gaps in your work or volunteering history. Caring responsibilities, illness, study and career breaks will not count against you.

**Experience and suitability**

Please use specific examples wherever possible. You may type into the spaces or attach additional pages, clearly labelled with the question number.

**1 Why do you want to work for Baby Godiva and why are you interested in the role or roles you selected?**

*Maximum 300 words*

**2 Tell us about your experience of supporting people experiencing poverty, hardship, crisis or complex circumstances.**

*Explain your role, what you did and what you learned. Maximum 500 words*



**3 Tell us about a time you had to say no, set a boundary or challenge someone.**

*What was the situation, how did you communicate your decision and what was the outcome? Maximum 400 words*

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**4 Give an example of how you organised competing tasks in a busy environment.**

*How did you decide what to prioritise and how did you make sure important work was completed? Maximum 400 words*

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## Role specific questions

Complete the questions for every role you are applying for. If you are applying for both roles, answer all four questions.

## Warehouse and Volunteer Coordinator

**5A Describe your experience of organising stock, donations, a warehouse, retail space or another busy practical environment.**

*Include the systems or checks you used to keep the space safe and organised. Maximum 400 words*

**6A Tell us about your experience of coordinating, supporting or training volunteers or colleagues.**

*How did you set expectations, allocate work and help people feel valued? Maximum 400 words*

**Family Support and Development Coordinator**

**5B Describe a time you assessed someone's needs and made a judgement-based decision about support.**  
*How did you gather information, consider risk or safeguarding, and communicate the outcome? Maximum 500 words*

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**6B Give an example of working with professionals or partner organisations to improve support or develop a service.**  
*What was your contribution and what changed as a result? Maximum 400 words*

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## Relevant training and qualifications

Include any relevant qualifications, safeguarding training, first aid, manual handling, data protection or other professional development.

| Qualification or training | Provider | Date completed | Expiry if applicable |
|---------------------------|----------|----------------|----------------------|
|                           |          |                |                      |
|                           |          |                |                      |
|                           |          |                |                      |
|                           |          |                |                      |
|                           |          |                |                      |
|                           |          |                |                      |

## References

Please provide two referees. One should normally be your current or most recent employer, manager or volunteer supervisor. We will not contact referees before interview without your permission.

### Referee 1

|                       |                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------|
| Name                  |                                                                                                                  |
| Organisation and role |                                                                                                                  |
| Relationship to you   |                                                                                                                  |
| Email                 |                                                                                                                  |
| Telephone             |                                                                                                                  |
| May we contact now    | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Only after a conditional offer |

### Referee 2

|                       |  |
|-----------------------|--|
| Name                  |  |
| Organisation and role |  |
| Relationship to you   |  |

|                           |                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Email</b>              |                                                                                                                  |
| <b>Telephone</b>          |                                                                                                                  |
| <b>May we contact now</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Only after a conditional offer |

## Safeguarding and declaration

Baby Godiva is committed to safeguarding children and adults at risk. Appointment will be subject to satisfactory references, evidence of the right to work in the UK, verification of the driving licence requirement and any appropriate safeguarding checks.

- ☐ I confirm that the information in this application is accurate and complete.
- ☐ I understand that deliberately false or misleading information may result in my application being withdrawn or employment ending.
- ☐ I consent to Baby Godiva using the information in this form for recruitment and selection purposes.

|                       |  |
|-----------------------|--|
| <b>Applicant name</b> |  |
| <b>Signature</b>      |  |
| <b>Date</b>           |  |

## For Baby Godiva use only

|                                |                                                          |
|--------------------------------|----------------------------------------------------------|
| <b>Essential checks passed</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Shortlisted</b>             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Interview date</b>          |                                                          |
| <b>Notes</b>                   |                                                          |