**OrganicLea Produce & Marketing Coordinator (3 days/week)**

**1. Contact details**

Name:

Address:

Email:

Telephone:

**2. Your interest in this role**

Please write a brief statement explaining why you are interested in this role including:

a) what experience and skills you can bring to the role, including how you meet the person specification;

b) why you are interested in becoming a member of OrganicLea workers’ co-operative.

Please write a maximum of 1000 words.

**3. Your work history**

Please provide details of your paid and unpaid work history, including the month/year you started and finished each role, and the key responsibilities in it. You can copy this from your CV if you wish.

**4. Your training and education**

Please provide details of any relevant training or education including dates and qualifications achieved. You can copy this from your CV if you wish.

**5. Equal Opportunity Monitoring Form**

Please complete our online monitoring form which you can access [here](https://forms.gle/wcq4pDxpv6mVnAEP8). The information you provide will be kept completely separate from the recruitment process, but will enable us to review our recruitment and monitor whether we are meeting our commitments to improve equity and representation in our co-operative.

**6. Disability Confident - adjustments to interview and guaranteed interviews**

We are committed to becoming a fully Disability Confident employer. Please let us know if you have a disability, consider that you meet the essential criteria for the role and would like a guaranteed interview. Please also advise of any reasonable adjustments you require during the recruitment process. You do not need to provide any details of your disability at this stage. If you prefer to have a telephone conversation about this rather than putting details on the form, please simply provide a contact number here.

**Other information we will request for successful candidates**

Depending on the role we are recruiting for, we may need to ask for information on any unspent convictions, or to make a job offer conditional on an enhanced disclosure and barring check if the role involves working with children or vulnerable adults, or teaching. This will be made clear in the job application pack. We have a commitment to rehabilitation and any convictions disclosed will be considered on a case by case basis.

If you are offered a position it will be an offer subject to references, so we will ask you to provide the name and contact details of two referees.

**Data Protection**

OrganicLea takes care to ensure that we use your information in accordance with all applicable laws concerning the protection of personal information. Please see more details at <https://www.organiclea.org.uk/about/privacy-notice/>