**OrganicLea Recruitment - Volunteer roles**

**Traineeship Application Form**

**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 a voluntary traineeship with OrganicLea;

Please write a maximum of 1000 words.

c) which traineeship role(s) are you are applying for? If you would like to apply for more than one role, please list your preferred three in order below:

1

2

3

**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/39iRyCjK23xBMsMj7). 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 organisation.

**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.

**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/>