**Application for the post of:** Membership and Business Administrator

**Important**

* Please complete and return this form by 5pm on 24th October 2018
* Do not send a CV with this form or in place of it
* Please return the completed form, marked “Private and Confidential”:
  + by email to: [elizabeth.docherty@gsen.org.uk](mailto:elizabeth.docherty@gsen.org.uk)
  + by post to: Glasgow Social Enterprise Network, Unit 219, The Briggait, 141 Bridgegate, Glasgow G1 5HZ
* Your submission of this form constitutes a declaration that, to the best of your knowledge, the information given on it is true and accurate. Any misstatements or omissions could lead to disqualification of application, or dismissal if appointed.

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| **PERSONAL INFORMATION** | | | |
| **Last Name:** |  | **Title:** |  |
| **First Name(s):** |  | | |
| **Home Address:** |  | | |
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| **Post Code:** |  | | |
| **Telephone Number:** |  | **Mobile:** |  |
| **Email:** |  | | |

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| **SECONDARY EDUCATION** | | |
| SUBJECT / MODULE TITLE | GRADE | YEAR |
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| **FURTHER / HIGHER EDUCATION** | | | |
| COLLEGE / UNIVERSITY | COURSE / SUBJECT | QUALIFICATION OBTAINED | YEAR |
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| **RELEVANT TRAINING / SPECIALIST COURSES UNDERTAKEN** | | |
| COURSE | QUALIFICATION | YEAR |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | |
| NAME OF INSTITUTION | CLASS OF MEMBERSHIP |
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| **PRESENT EMPLOYMENT** | | | | |
| NAME, ADDRESS, TELEPHONE NO. OF EMPLOYER | | DATE EMPLOYMENT COMMENCED | PRESENT SALARY  AND GRADE | NOTICE REQUIRED |
|  | |  |  |  |
| **JOB TITLE:** |  | | | |
| **DUTIES AND RESPONSIBILITIES** | | | | |
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| **PREVIOUS EMPLOYMENT – please list with most recent employed first** | | | | |
| FROM | TO | NAME AND ADDRESS OF EMPLOYER | JOB TITLE AND SUMMARY OF DUTIES | REASON FOR LEAVING |
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| **VOLUNTEERING EXPERIENCE** | | | |
| FROM | TO | ORGANISATION | POSITION HELD AND SUMMARY OF DUTIES |
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| **SUPPORTING STATEMENT**  Please state below your reason for applying for this post and the qualities and experience you consider make you a suitable applicant.  **Please ensure your statement demonstrates how your skills and experience match the criteria laid out in the person specification**. |
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| **RIGHT TO WORK IN THE UK** |
| Do you need a work permit to work in the UK?  YES  NO  If ‘yes’, please specify: |

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| **REFEREES** | | | |
| * Please give the name, address and telephone number of two referees, who should not be related to you**. Please include an e-mail address and/or telephone number where possible**. * Ideally at least one should be your present, or most recent employer. We would prefer two business referees but will accept one personal referee if absolutely necessary. | | | |
|  | |
| NAME OF REFEREE 1: |  | |
| ADDRESS: |  | |
|  | |
|  | |
| POSTCODE: |  | |
| HOW DOES THIS PERSON KNOW YOU? |  | |
| TEL: |  | |
| EMAIL: |  | |
| PLEASE TICK THIS BOX IF YOU DO NOT WANT THIS REFEREE CONTACTED PRIOR TO INTERVIEW. |  | |
|  | |
| NAME OF REFEREE 2: |  | |
| ADDRESS: |  | |
|  | |
|  | |
| POSTCODE: |  | |
| HOW DOES THIS PERSON KNOW YOU? |  | |
| TEL: |  | |
| EMAIL: |  | |
| PLEASE TICK THIS BOX IF YOU DO NOT WANT THIS REFEREE CONTACTED PRIOR TO INTERVIEW. |  | |

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| **DECLARATION** | | | |
| I declare that the information I have given in support of my application for employment, is to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or employment may be terminated. | | | |
| Signature |  | Date |  |

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| **Data Protection** | | | |
| In applying for this post I give consent to Glasgow Social Enterprise Network to hold and process data which is relevant to the recruitment process. This includes sensitive personal data which will be stored for monitoring purposes. Details on how your data is processed can be found at <https://www.gsen.org.uk/content/gsen-data-privacy-notice/>.  **If your application is submitted by email please enter your name below. You will be required to sign this application if successful.** | | | |
| Signature |  | Date |  |

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| **Advertising and Publicity**  **To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you heard about this vacancy.** | | |
|  | Glasgow Social Enterprise Network Website | |
|  | Good Moves website | |
|  | Online please state where |  |
|  | Other; please specify |  |
|  | Prefer not to say |  |