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| **Application Form** | |
| Application for (Job Title) |  |
| Date available to take up employment |  |
| Salary expectations |  |
| Where did you hear about Frontline Fife? |  |
| Are you related to or have a friendship with a staff member or Trustee? |  |

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| **Personal Details** | | | | | | | |
| Surname |  | | | | Forename |  | |
| Name known by |  | | | | | | |
| Address |  | | | | | | |
| Telephone  numbers: | | Home | |  | | | |
| Mobile | |  | | | |
| Email address | | | |  | | | |
| What is your preferred method of contact? | | | |  | | | |
| National insurance number | | | |  | | | |
| Are you already a member of the PVG Scheme? | | | | | | | Yes / No |
| Do you have a current licence? | | | | | | | Yes / No |
| If yes, licence type | | | | | | | Provisional / Full |
| Driving licence number | | |  | | | | |
| Do you own or have access to a car for regular business use? | | | | | | | Yes / No |
| Do you have the appropriate insurance to cover your car for regular business use? | | | | | | | Yes / No |
| Do you have any current driving convictions? | | Yes / No | | If yes, give details including dates | | | |
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*This front page will not be seen by the recruitment panel until the information on the following pages has been assessed and a short-list complied.*

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| 1. **Tell us about your Education and Training** | | | |
| **Secondary Education** | | | |
| Subjects | Type of Qualification  (eg. Standard Grade, GCSE, Higher) | Grade Achieved | Date Achieved  (mm/yyyy) |
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| **Further Education / Training** | | |
| Course Title | Subjects | Qualification or Class of Degree |
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| **Occupational Qualifications** | | |
| College/Institute Attended | Qualification/Level Achieved | Date Achieved |
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| **Membership of Professional Body (including registration with SSSC / Fitness to Practice)** | | | |
| Full name of organisation(s) | Level/Type | Renewal Date  (if applicable) | No. years of Association |
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| 1. **Tell us about your Employment** | | | | | |
| **Present (or most recent) Post** | | | | | |
| Employer |  | | | | |
| Address |  | | | | |
| Job Title |  | | | | |
| Duties/Responsibilities |  | | | | |
| Start Date |  | End Date / Notice Period | | |  |
| Current Salary |  | | | | |
| Reason for leaving |  | | | | |
|  | | | | | |
| **Employment History**  *A full work history is required, explaining any gaps in employment.* | | | | | |
| Employer (1) | Job Title | From | To | Reason for Leaving | |
| *(month and year)* | |
|  |  |  |  |  | |
| Role Purpose / Summary of Responsibilities | | | | | |
|  | | | | | |
| Employer (2) | Job Title | From | To | Reason for Leaving | |
| *(month and year)* | |
|  |  |  |  |  | |
| Role Purpose / Summary of Responsibilities | | | | | |
|  | | | | | |
| Employer (3) | Job Title | From | To | Reason for Leaving | |
| *(month and year)* | |
|  |  |  |  |  | |
| Role Purpose / Summary of Responsibilities | | | | | |
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| **Employment History**  *A full work history is required, explaining any gaps in employment.* | | | | |
| Employer (4) | Job Title | From | To | Reason for Leaving |
| *(month and year)* | |
|  |  |  |  |  |
| Role Purpose / Summary of Responsibilities | | | | |
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| Employer (5) | Job Title | From | To | Reason for Leaving |
| *(month and year)* | |
|  |  |  |  |  |
| Role Purpose / Summary of Responsibilities | | | | |
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| **Community, Volunteer or Public Duties \ Experience** | | |
| Name of Organisation | Position/Title | Duties |
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| **Personal Values** |
| *Please describe here how you think your own personal values fit with Frontline Fife’s values and working philosophy:* |

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| 1. **Your personal Statement** |
| **Personal Statement in Support of Application**  *(This should include your personal qualities, skills, and any major achievements. Please explain how these would support your* ***application*** *for this post )* |
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| 1. **References** | | | |
| **Referees**  ***Family members should not be used.*** | | | |
| Work Reference 1 (present or most recent employer) | | | |
| Name |  | | |
| Address |  | | |
| Organisation |  | | |
| Telephone Number |  | Email Address |  |
| Length of time known to reference (yy) | |  | |
| Capability to contact prior to interview | | Yes / No | |
|  | | | |
| Work Reference 2 (present or most recent employer) | | | |
| Name |  | | |
| Address |  | | |
| Organisation |  | | |
| Telephone Number |  | Email Address |  |
| Length of time known to reference (yy) | |  | |
| Capability to contact prior to interview | | Yes / No | |

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| **Permission to work in the UK** | |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | Yes / No |
| If you are successful in your application would you require permission to work in the UK? | Yes / No |

**The Data Protection Act 1998** requires that any staff handling personal data must follow certain principles in relation to the data they hold. Individuals have rights of access to data that is held and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, Frontline Fife adopts a simple and straightforward policy.

If you are successful in being appointed the information you have supplied as part of the recruitment process will be held in your personnel file.

If you are unsuccessful in your application, we will keep this form and other information you have agreed to give us as a part of this recruitment process on file for 6 months.

Please tick to show your agreement to this. ⬜

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| **Previous Applications to Frontline Fife**  *(to be completed by applicant if applicable)* | |
| Date of Previous Application |  |
| Position Applied for |  |
| Did the application go through to interview? | Yes / No |
| If yes, what was the outcome? | |

**DECLARATION**

I can confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statement will be sufficient cause for rejection or, if employed, dismissal.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing the application form.

Please return this document marked “Private and Confidential” to:

Frontline Fife Homelessness Services

57 – 59 Viewforth Street

Kirkcaldy

KY1 3DJ

Alternatively, you can email the completed application form to: [Shona.Glover@Frontlinefife.co.uk](mailto:Shona.Glover@Frontlinefife.co.uk)

If you need to discuss any questions within this application form, please contact Shona Glover in the first instance on 01592 800430.