******Job Application Form**

**Confidential**

**Vacancy Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post applying for:**  (please tick one – if you are applying for both posts please put in two separate applications) | Project Assistant | | Project Worker | |
| **The jobs are available as a job share.**Please tell us the hours you’d prefer for the post you’re applying for: | **Project Assistant** | | **Project Worker** | |
| 30-hours |  | 35-hours  (full time) |  |
| Less than 30-hours |  | Less than 35-hours |  |

## Personal Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | | First Names |  | |
| Address (incl. postcode) |  | | | | |
| Email |  | | | | |
| Phone number |  | | NI Number |  | |
| Worked or volunteered for us before? |  | | | | |
| Are you related to anyone within Active Communities? |  | | | | |
| How did you learn about the post? |  | | | | |
| PVG Member and for what group? |  | PVG Membership  Number | | |  |

**Employment and Volunteering History**

We require your full employment history and account for any gaps of employment and voluntary or unpaid work. Please start with the most recent and give exact dates where possible and use an additional sheet if necessary.

**Current/Most Recent**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Position |  | | |
| Duties |  | | |
| Notice Period |  | | |
| Reason for leaving |  | | |
| Start Date |  | End Date |  |

**Previous**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Position |  | | |
| Duties |  | | |
| Reason for leaving |  | | |
| Start Date |  | End Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Position |  | | |
| Duties |  | | |
| Reason for leaving |  | | |
| Start Date |  | End Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Position |  | | |
| Duties |  | | |
| Reason for leaving |  | | |
| Start Date |  | End Date |  |

**Education (in chronological order)**

**Secondary Education** - Examinations Passed

### Further/Higher Education

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

### Other relevant courses/training undertaken

**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**.

**Referees**

One Referee should be your present, or most recent employer for either paid or voluntary work. We would prefer two business referees but will accept one personal referee if necessary. Referees should not be related to you.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Email Address |  |  |
| Telephone |  |  |
| Relationship with referee |  |  |

**Declaration**

I understand that if I have deliberately used misleading information to obtain employment with Kairos Women’s Space at Active Communities I may be instantly dismissed at a later date. The information contained in this application, to the best of my knowledge, is correct.

(For online applications, you will be asked to sign this form if selected for interview)

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

Please return your completed application to

[Colette@activecommunities.co.uk](mailto:Colette@activecommunities.co.uk)

Or

Active Communities

Room 11, 41 Blackstoun Road

Paisley PA3 1LU

Active Communities (Scotland) Ltd. Room 11, 41 Blackstoun Road, Paisley, PA3 1LU.

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Company number: SC370513. Charity number: SC041275.