**Development Manager Application**

Before completing this application form, you should read the Job Description and Person Specification for the role, which is available from our website at:

<https://actiongroup.org.uk/current-vacancies/>

Completed applications should be sent to [recruitment@actiongroup.org.uk](mailto:recruitment@actiongroup.org.uk) or to:

Recruitment

The Action Group

Norton Park

57 Albion Road

Edinburgh

EH7 5RY

**The closing date for applications for this position is 25 November 2019 at 09:00.**

**Interviews will take place in the first week of December 2019.**

**Your Details**

|  |  |  |
| --- | --- | --- |
| First name |  | Email address |
| Surname |  |  |
| Address |  | Where did you find out about this vacancy? |
|  |
| Do you have a driving licence and access to a car? |
| Phone number |  | Yes  No |

**Your current/most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer |  | Employment start date |  |
| Address |  | Position held |  |
| Brief description of duties | | | |
|  | | | |

**Employment history**

Please provide details of previous work, including voluntary positions and any other relevant experience.

|  |  |
| --- | --- |
| Employer | Brief description of duties |
|  |  |
| Employment dates |
|  |
| Position |
|  |

|  |  |
| --- | --- |
| Employer | Brief description of duties |
|  |  |
| Employment dates |
|  |
| Position |
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|  |  |
| --- | --- |
| Employer | Brief description of duties |
|  |  |
| Employment dates |
|  |
| Position |
|  |

Please add more fields if required, or continue on a separate sheet.

**Person specification**

|  |
| --- |
| With reference to the person specification, please give examples of how your values and experience align with the requirements for this position. |
|  |

**Qualifications**

|  |  |  |
| --- | --- | --- |
| Title | Subject | Awarding body |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Professional Memberships**

Please provide details if you are registered with any regulatory or professional bodies. This includes SSSC, General Teaching Council, etc.

|  |  |  |
| --- | --- | --- |
| Body | Type of membership | Registration Number |
|  |  |  |
|  |  |  |
|  |  |  |

**Learning, Development and Training Activities**

|  |
| --- |
| Please detail any other training, learning or development activities undertaken which you think are relevant to this application (eg. First aid training). |
|  |

**References**

Please note we occasionally need to contact additional referees, including previous employers. This is managed on a case by case basis and with your prior agreement.

**Current/most recent employer reference**

|  |  |
| --- | --- |
| Name of referee |  |
| Organisation |  |
| Job title of referee |  |
| Email address | |
|  | |
| Phone Number |  |
| Address and postcode | |
|  | |
| Relationship  (eg. Line manager, Volunteer Coordinator, HR) | |
|  | |

**Other previous employment, voluntary or academic reference**

|  |  |
| --- | --- |
| Name of referee |  |
| Organisation |  |
| Job title of referee |  |
| Email address | |
|  | |
| Phone Number |  |
| Address and postcode | |
|  | |
| Relationship  (eg. Line manager, Volunteer Coordinator, HR) | |
|  | |

**Previous Convictions**

Legislative provisions relating to the non-disclosure of ‘spent’ criminal convictions do not apply to certain occupations. Due to the nature of The Action Group’s work, the majority of its positions are included in this excepted type of employment under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and The Police Act 1997. Therefore it is necessary for you to also complete a self-declaration form and return it to us alongside your application.

To ensure its confidentiality we recommend that the self-declaration form is placed in a sealed envelope. This will only be opened if we wish to proceed with your application.

Any information given will be completely confidential and will only be seen by staff involved in the recruitment process for positions which involve contact with vulnerable people and/or sensitive information.

Failure to disclose convictions or other important information could result in dismissal or disciplinary action by The Action Group.

**I confirm that I understand the above and agree that I will complete a Standard Disclosure form for the position to which I am applying.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**Declaration**

**I confirm that the information I have given on this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made. (Submission of this form via email implies agreement of this declaration unless an explicit statement is made to the contrary.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |