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**Project Coordinator Application Form - Ayrshire**

Please complete this application form and return it to:

**Alison Roy, Equal Futures, 23 Lauriston Street, Edinburgh EH3 9DQ**

Or return by email to:

alison@equalfutures.org.uk

If handwritten please use black ink and block capitals.

**Personal Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Preferred Title:  | Mr | Mrs | Miss | Ms | Other: |  |
|  |  |  |  |  |  |
| Surname: | Forename(s): |
| Address: |
|  |
|  | Postcode: |  |
| Daytime telephone: | Mobile No:Email: |

**Are you currently eligible for employment in the UK** Yes [ ] No [ ]

**Rehabilitation of Offenders Act 1974** If you have previously been convicted of any offences, please give details unless the conviction can be regarded as ‘spent’ in terms of the Rehabilitation of Offenders Act 1974:

**Education**

|  |  |  |
| --- | --- | --- |
| School/College | From/To | Subjects and qualifications  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Job related training**

|  |
| --- |
| Please detail skills, training courses attended and dates |
| Professional or other qualifications, including membership of professional associations. |

**Employment History (Starting with Current or most recent employment)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name & Address | From/To | Position | Reason for Leaving |
|  |  |  |  |
| Brief description of duties |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name & Address | From/To | Position | Reason for Leaving |
|  |  |  |  |
| Brief description of duties |

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name & Address | From/To | Position | Reason for Leaving |
|  |  |  |  |
| Brief description of duties |

**Continue on separate sheet if necessary.**

|  |
| --- |
| Please account for any gaps in employment/education |

**Supporting statement (please continue on another A4 sheet if necessary, but do not exceed 2 pages)**

This is your opportunity to tell us why you are suitable for the job. In your personal statement refer to the job description and person specification to demonstrate how you meet the criteria. Tell us how you meet essential skills required, relevant knowledge and understanding of the role, details of your experience and personal attributes. We are interested in your experience in paid and unpaid roles, as well as any involvement in community work.

**References**

Please supply full details of two referees whom we may approach one of whom must be your present or most recent employer and the other a previous employer. If you are self-employed or unemployed please give details of two people who have direct and professional knowledge of your skills and abilities. References will only be sought if offer of post is made.

Name: Name:

Occupation: Occupation:

Address: Address:

Postcode: Postcode:

Tel No: Tel No:

Email: Email:

Permission to contact: Yes [ ] No [ ] Permission to contact: Yes [ ] No [ ]

**Declaration**

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for consideration by Equal Futures. Equal Futures will store this Application Form in a secure and safe manner. The information gathered on this form will be retained for a maximum of six months.

I authorise the collection of this information by Equal Futures so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Equal Futures files, by providing a written request. I can also request the correction, addition or elimination of any data through this written request

I declare that the above information is accurate. I understand that any offer of employment by Equal Futures is subject to satisfactory references and an Enhanced Disclosure check.

Signed: …………………………………………..…………….. Date: …………………………………………..

**Please return this document with a completed Equal Opportunities Form**

**Thank you for your application**