For Office use only:



**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CVs will not be accepted.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998. Please note that the first two pages **will not** be shown to the shortlisting panel.

**Closing date for receipt of applications is: 9am on Monday 4th May.**

**Applications received after this time will NOT be considered**

***Post Details***

|  |  |
| --- | --- |
| Post Applied For | SSF Regional Manager (Central) |

***Personal Information***

|  |
| --- |
| Title: Surname: First Name:  Address for Correspondence:  Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number (on which a message may be left): |

***Assistance for people with disabilities***

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way.  If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below. |

***Referees***

|  |  |
| --- | --- |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. SSF does not accept references from family members.  **Referees will not be approached prior to interview.** | |
| Name:  Relationship to you:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Relationship to you:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Scottish Sports Futures or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |

***Asylum & Immigration Act 1996***

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc].

Do you require a work permit? **YES /** **NO** (please delete as appropriate)

***Declaration***

I have read this application form fully and I declare that the information I have given in support of my application 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 any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_**

For Office use only:

***Post Details***

|  |  |
| --- | --- |
| Post Applied For | SSF Regional Manager (Central) |

***Secondary Education (please list subjects passed)***

|  |  |  |  |
| --- | --- | --- | --- |
| National/Standard/’O’Grade  or equivalent | Grade | Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates Obtained |
|  |  |  |

***Professional Qualifications***

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
|  |  |

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your experience, including experience of Microsoft Office applications)***

|  |
| --- |
|  |

***Driving Licence***

Do you possess a full current driving licence? **YES / NO** (please delete as appropriate)

Do you have access to a car for work purposes? **YES / NO** (please delete as appropriate)

***PVG Scheme Membership***

Are you currently a member of the PVG Scheme? **YES / NO** (please delete as appropriate)

If not, are you willing to become a PVG Scheme member? **YES / NO** (please delete as appropriate)

***Present or Most Recent Employment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of  Employer | Date From: |  | | Date To: |  |
|  | Position Held: | |  | | |
|  | Salary and other benefits/payments | |  | | |
|  | Notice Required: | |  | | |
|  | Reason For Leaving: | |  | | |
| Nature of Post (please describe your main duties): | | | | | |

***Employment History (list in order with most recent post first)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  Previous Employer(s) | From  Month/Year | To  Month/Year | Position Held, Main Duties and Reason for Leaving |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

***Employment with Scottish Sports Futures (SSF)***

SSF wishes to compare your experience, skills and knowledge with their requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

|  |  |
| --- | --- |
| Be educated to degree level or relevant experience |  |
| Leadership qualification or demonstratable learning |  |
| Experience of managing a highly motivated team |  |
| Experience of managing a programme or project |  |
| Experience of working with young people and understand the needs of those from disadvantaged groups |  |
| Experience and learning in mental health and wellbeing, trauma and ACEs |  |
| Experience, knowledge and understanding of working with disengaged groups of young people experiencing challenge |  |
| Demonstrate partnership working experience and ability to build strong relationships at all levels |  |
| Passion and track record delivering and managing sport and youth work to change lives |  |
| Excellent organisational skills |  |
| Ability to manage a busy and diverse workload |  |
| Experience of managing budgets, tracking spends, forecasting and setting budgets |  |
| Excellent communication and interpersonal skills |  |
| The ability to collect, collate, analyse and evaluation data, and produce meaningful and clear reports |  |
| Experience of managing project administration and delivery |  |
| Experience of programme development and strategic planning |  |
| Ability to work remotely, autonomously and prioritise workload |  |
| Knowledge / experience of social enterprise |  |
| Experience of managing relationships with referrers such as schools, social work, CAMHS |  |
| Knowledge and understanding of the criminal justice system |  |
| Knowledge and understanding of the care system |  |
| Experience of writing funding applications and managing relationships with funders |  |
| Up to date with Child Protection and wellbeing training |  |

***Additional Information***

|  |
| --- |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. |

***Advertisement Source***

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

***Rehabilitation of Offenders Act 1974***

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

***Canvassing***

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

***Confirmation of Qualifications***

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**When completed, this form should be returned by email to:** recruitment@ssf.org.uk

**Please note that the closing date for receipt of applications is Monday 4th May at 9am.**

**If selected for interview, these are provisionally scheduled for 19th and 20th in Glasgow. We do, however, continue to monitor the ongoing Coronavirus situation, so these may be subject to change or take place remotely. We will communicate accordingly with those selected for interview.**

**EQUAL OPPORTUNITIES MONITORING FORM**

Scottish Sports Futures is committed to equal opportunities in employment, regardless of race, colour, nationality (including citizenship), ethnic or national origins, religion, social background, disability, marital status, gender, age or sexual orientation.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 1998, and will not affect your application.

**Gender:** Male Female

**Disability: Do you consider yourself to have a disability/special needs?**  Yes No

If yes, please describe your disability/special needs (e.g. visual, speech, hearing). This will help us to facilitate your needs/requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any individual special requirements/equipment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnic Origin: Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.**

**A White B Mixed C Asian or Asian British D Black or Black**

**British**

English Any mixed Indian Caribbean

Scottish background Pakistani African

Welsh Bangladeshi Other black

Irish Other Asian

Other white

**E Chinese or other ethnic group**  Prefer not to say

Chinese

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have no religious beliefs I prefer not to say

**Sexual Orientation:**

Bi-sexual Gay/Lesbian Heterosexual  Transsexual Prefer not to say

**Age:** **Please indicate your age group.**

16 - 24 25 - 34 35 - 44 45 - 54 55 and over

**Where did you see this post advertised?**

Goodmoves Sportscotland GCVS SSF website SSF Facebook/Twitter

Basketball Scotland Internal notice Other If other please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_