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|  | | **Post:**  **Money Advisor**  Tollcross & Shettleston Money Advice Service [TSMAS] | | **Please return to:**  Veronica.telfer@tollcross-ha.org.uk  or post to:  Confidential  Tollcross Advice & Learning Centre  84 Braidfauld Street  Glasgow  G32 8PJ |
| **Ref No:** | | TSMAS3/20 | |
| **Closing Date:**  **Interview Date:** | | 5pm, Friday, 23rd October 2020  Tuesday, 3rd November 2020 | |
| **Please note:**  Shortlisting will be based on the application form rather than any attached CV so you should complete all relevant sections. | | | | |
| **Personal Details** | | | | |
| Name (initial and surname): | | | | |
| Address: | | | NI. Number |  |
| Home Telephone No: |  |
| Mobile Telephone No: |  |
| Postcode: | Email: | | | |

*NB all boxes can be expanded if necessary*

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| **Education, Qualifications & Training – only if relevant** | | | |
| Course(s) / Subject(s) Studied | Level of Qualification  (Higher, Degree, Diploma, etc) | Grade Gained | Date Achieved |
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| **Professional Qualifications / Membership** | | |
| Name of Professional Body | Qualification / Membership Level | Date Achieved |
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| **Relevant current and previous employment (most recent first)** | | | |
| Post held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Wage/hourly rate: |  |
| Reason for Leaving: |  | | |
| Summary of work delivered and responsibilities: | | | |

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| **Relevant current and previous employment (cont.)** | | | |
| Post/contract: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Wage/hourly rate: |  |
| Reason for Leaving: |  | | |
| Summary of work delivered and responsibilities: | | | |

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| **Relevant current and previous employment (cont.)** | | | |
| Post/contract: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Wage/hourly rate: |  |
| Reason for Leaving: |  | | |
| Summary of work delivered and responsibilities: | | | |

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| **Relevant current and previous employment (cont.)** | | | |
| Post/contract: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Wage/hourly rate: |  |
| Reason for Leaving: |  | | |
| Summary of work delivered and responsibilities: | | | |

*Continue on separate sheet if necessary*

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| **Experience, Skills and Knowledge** | |
| We want to compare your experience, skills and knowledge with the requirements of the work offered by the Tollcross Community Trust. You should therefore, **demonstrate and evidence** how you satisfy each requirement.  *For example, it is not considered sufficient to merely state ‘I am a good team player’.*  This evidence does not have to be from paid work, but can be from other experience. The selection panel may not consider applications that do not meet all the requirements so please complete all sections. | |
| **Requirement** | **Evidence** |
| ***Qualifications***  Appropriate money advice qualification (Level 3 Money Advice as minimum)  DAS approved advisor  Any other relevant qualification |  |
| ***Experience***  At least 3 years’ experience of delivering money and financial capability advice in a money advice project or similar environment  Experience of delivering welfare benefits advice  Experience of mentoring or training volunteers |  |
| ***Knowledge***  Extensive knowledge of practical money advice matters, including current legislation  Knowledge of welfare benefits system  Understanding of wider financial inclusion issues |  |
| ***Skills & Abilities***  Good inter-personal skills and the ability to relate easily to service users  Excellent verbal and written communication skills  IT proficient and competent at using recording database.  Experience of using Advice Pro software |  |

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| ***Personal Qualities (essential)***  Non-judgemental, tactful, empathetic and approachable  Innovative with ability to problem solve  Able to work with minimum supervision, to prioritise effectively and meet deadlines |  |
| ***Other***  Willingness to undertake occasional evening and weekend work |  |

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| **Supporting Statement (any other information in support of your application)** |
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*Continue on separate sheet if necessary*

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| **Rehabilitation of Offenders Act 1974** |
| The work for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act (1974) as amended. Applicants are therefore not statutorily entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of that Act. In the event of engagement, any failure to disclose such convictions could result in termination of the contract. Any information given will be treated as confidential and only considered in relation to the work for which you are applying.  Do you have a Criminal Conviction (s)? **Yes / No** |
| **Employment Restrictions** |
| The Asylum and Immigration Act 1996 makes it an offence to give paid work to 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 NI Number Card/ P45/P60 etc.  Do you have any restrictions on taking up paid work in the UK (e.g. work permit, VISA)? **Yes / No**  If yes, please specify: |

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| **Other Information** |
| Are you related to an employee or board member of Tollcross Community Trust? **Yes / No**  If yes, please give full details: |

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| **References** | | | | |
| Please give details of two referees, **one of whom should be a current or recent employer**. Referees will only be contacted if you are successful and recommended for employment. | | | | |
| **Referee 1** | | **Referee 2** | | |
| Name: |  | Name: |  | |
| Position: |  | Position: |  | |
| Address: |  | Address: |  | |
| Email: |  | Email: |  | |
| Tel No: |  | Tel No: |  | |
| **Declaration** | | | | |
| I confirm that the details I have supplied are, to the best of my knowledge, true and accurate. I accept that false information or omission may disqualify my application or, if appointed, result in ending of the contract without notice. | | | | |
| Signature: | | | | Date: |

Tollcross Community Trust is a Private Limited Company Registered in Scotland No. SC351157,

Scottish Charity No. SC040476

Registered Office: Tollcross Advice & Learning Centre, 84 Braidfauld Street, G32 8PJ

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