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| **Please do not attach separate curriculum vitae as this will not be considered.** | | | | |
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| **POST APPLIED FOR:** | **Project Manager** | | |  |
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| **PERSONAL DETAILS** |  | | | | | | | | | | |  |
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| **Surname:** |  | | | | | | | | | | |  |
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| **Initials:** |  | | | | | | | | | | |  |
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| **Address:** |  | | | | | | | | | | |  |
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|  |  | | | | |  | **Postcode:** | |  | | |  |
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| **Telephone:** |  | | |  | |  | |  | | | |  |
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| **Mobile:** |  |  | **Email:** | |  | | | | | |  | |
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| **DISABILITY** | | | | |
| Do you consider yourself to have a disability? | **YES\*** | | **NO** |  |
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| **\***Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview: | | | | |

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| **DECLARATION – Please Read Carefully Before Signing**  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 relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. | | | | | |
| **Signature:** |  | | **Date:** |  | |
| **SCHOOL QUALIFICATIONS** | | | | | |
| Subject | | Qualification | | | Year |
|  | |  | | |  |

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| **FURTHER/HIGHER EDUCATION** | | | |
| University/College | Qualification | Dates | |
| From | To |
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| **OTHER RELEVANT TRAINING** | | |
| Training Provider | Course | Expiry Date (if applicable) |
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| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** | | | | | | | | | | | | | | |
| Name of Professional Organisation | | | | | Type of Membership | | | | Expiry Date (if applicable) | | | | | |
|  | | | | |  | | | |  | | | | | |
| **EMPLOYMENT HISTORY (present or most recent employment)** | | | | | | | | | | | | | | |
| Name and Address | | | | | | Position Held | | | | Dates | | | | |
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| Notice Period | | | | Salary | | | | |
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| Summary of your duties and responsibilities | | | | | | | | | | | | | | |
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|  | **No approach will be made to your present employer before an offer of employment is made to you.** | | | | | | | | | | | | |  |

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| **PREVIOUS EMPLOYMENT (MOST RECENT FIRST)** | | | | | | | | |
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| **Employer** | | **Job Title, job purpose and reason for leaving** | | | **Dates** | | | |
| **From** | | **To** | |
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| **BACKGROUND INFORMATION IN SUPPORT OF APPLICATION** | | | | | | | | |
|  | | | | | | | | |
| Please make full use of this section to highlight specific skills and experience related to this role.  *You should explain your reasons for applying for this post with CAB and outline the key professional and personal attributes, skills and experience you have which are relevant to this post (this may include aspects of your non-paid work experience or voluntary activities).* | | | | | | | | |
| . | | | | | | | | |
| **REFERENCES** | | | | | | | | |
| Please provide the names and addresses of two people who may be contacted for a reference, one of whom should be relevant to your current or most recent employment (if any). | | | | | | | | |
| **Please note that we will not contact your referees prior to interview** | | | | | | | | |
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|  | **1** | |  | **2** | | | | |
| **Name:** |  | |  |  | | | | |
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| **Position:** |  | |  |  | | | | |
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| **Organisation:** |  | |  |  | | | | |
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| **Address:** |  | |  |  | | | | |
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| **Post Code:** |  | |  |  | | | | |
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| **Telephone:** |  | |  |  | | | | |
| **Mobile:** |  | |  |  | | | | |

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| **ADDITIONAL INFORMATION** | | | | | |
| How much notice are you required to give your current employer? | | | | | |
| Do you hold a current full driving licence? | **YES** |  | **NO** | |  |
|  | |  |  |  |  |
| Are you currently eligible for employment in the UK? | **YES** |  | **NO** | |  |
| (You will be required to provide proof of this before commencing employment)  If you are offered work with Community Action Blackburn (CAB) you will be required to provide documentary evidence (e.g. birth certificate, passport, residence document issued by the Home Office or Border and Immigration Agency) of your entitlement to work in the United Kingdom before employment can commence. CAB may contact the Border and Immigration Agency to verify entitlement to work should an offer of employment be made.  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. If the position which you have applied for has been assessed as eligible for a Disclosure check, this will also be carried out prior to employment verification. | | | | | |

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| **DATA PROTECTION ACT 2018**  The information on this form will be used for the purposes of selection for employment. Access to the data will be restricted to CAB Board of Directors and the interview panel. If you are not appointed the form will be retained for 6 months after the date of interview. If you are appointed, the form will be retained in your personal file. |

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| **RETURN TO:** | **charlie@blackburnwestlothian.co.uk** |