Unique Reference No:



**Volunteering Hub – Royal Edinburgh Hospital Development Worker**

Part time 17.5 hours per week

SJC Salary 28, £13,958 gross p.a.

#### Closing Date for Applications: Friday 14th May 2021 at 4pm

|  |  |  |
| --- | --- | --- |
| Full Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Home Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Post Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Home phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Mobile phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| E-mail | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Where did you see this post advertised? | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please note that in accord with equal opportunities practice this page, page 2 and the last page will be detached before short listing.

CVs will not be considered and if submitted will be disregarded.

### CONFIDENTIAL

#### EQUAL OPPORTUNITIES MONITORING FORM

Volunteer Centre Edinburgh aims to be an equal opportunities employer. To help us monitor the effectiveness of our Equal Opportunities and Recruitment Policies we would like you to fill in this form. If you choose to complete it, any information given is treated in the strictest confidence and detached from your application as soon as it is received to process it anonymously. It will not affect the selection procedure in any way.

*Please tick the appropriate boxes.*

Which of the following groups do you consider you belong to?

Categories as recommended by the Commission for Racial Equality

**White**

Scottish ⬜ Other British ⬜ Irish ⬜

Any other white background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

Any mixed background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian, Asian Scottish or Asian British**

Indian ⬜ Pakistani ⬜ Bangladeshi ⬜ Chinese ⬜

Any other Asian background, please write in  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Black, Black Scottish or Black British**

Caribbean ⬜ African ⬜

Any other Black background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic background**

Any other background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a disability? YES ⬜ NO ⬜

Are you registered disabled?YES ⬜ NO ⬜

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### For Office Use Only

*Post applied for: Date:*

Unique Reference No:

Leave blank

**Relevant education, professional or vocational training etc.**

(Please give details of qualifications and training obtained by you that are relevant to this post)

###### Current/most recent Employment

|  |  |
| --- | --- |
| Present / most recent employer |  |
| Address |  |
|  |  |
| Job Title |  |
| Date of taking up post |  |
| Date of leaving post (if relevant) |  |
| Salary |  |

Brief description of your responsibilities:

**How well do you meet our Person Specification?**

Guidelines: **This is the most important section** and will give us specific information in support of your application. You must be able to demonstrate that you can satisfy each and every aspect of the Person Specification. You **must** number your answers in relation to each point in the Person Specification. It will not be sufficient to duplicate what the Person Specification states. For example, if the Person Specification asks for "ability to" or "commitment to" you will be required to demonstrate positively your ability, commitment, etc. by reference to your academic, professional, voluntary or personal experience.

**How well do you meet our Person Specification? Continued…….**

**Previous employment or experience relevant to this post which would support your application**

This may include previous employment, volunteering, membership of professional bodies, life experience or special interests relevant to this post.

**Unique Reference No:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **References:**  Please give names and addresses of two referees, one of whom should be your present/most recent employer. References will only be taken up for the successful applicant. | | | | | | | |
| **Name**: | |  | | **Name**: | |  | |
| **Address**: | |  | | **Address**: | |  | |
|  | | | |  | | | |
|  | | | |  | | | |
| **Email**: |  | | | **Email**: |  | | |
| **Tel:** |  | | | **Tel:** |  | | |
| **Relationship to Applicant:** | | |  | **Relationship to Applicant:** | | |  |

|  |
| --- |
| **The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act)**  The post that you have applied for involves regulated work with protected adults. You are therefore required to disclose certain convictions (but you should not tell us about any convictions which were gained before the age of 12). As such all applicants are required to fill in the criminal record self-disclosure form included in the application pack. This should then be placed in a separate envelope marked ‘Confidential’, sealed and returned with the application form. Appointment to this post will be subject to satisfactory PVG Scheme record membership.  Volunteer Edinburgh believes that it is good management practice to accept that the best person for the job may have a criminal record and, in such circumstances, relevance of the conviction will be considered.    Delete as applicable: **I hold / I do not hold** PVG membership for regulated work with protected adults. |
| **Data Protection**  We take your privacy seriously and will only use your personal information to process your application for employment. Your personal information will only be seen by the people who have to be involved in the recruitment process. If you are recruited to this role we’ll share this information with our HR and finance staff and our payroll provider. If you are not successful we may hold your information for up to six months. For more information on how we use your data and keep it safe see www.volunteeredinburgh.org.uk/privacy-notice/. If you would like a printed copy of our full privacy notice please ask a member of staff. |
| I hereby apply for the post of Volunteering Hub – Royal Edinburgh Hospital Development Worker ***I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, dismiss without notice.***  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Return completed application form (not a CV) to**

Volunteer Centre Edinburgh, 222 Leith Walk, Edinburgh, EH6 5EQ

**Or email to finance@volunteeredinburgh.org.uk**

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