**JOB APPLICATION FORM**

**Post:** Project Development Manager

|  |  |  |
| --- | --- | --- |
| Title |  | |
| First Name |  | |
| Last Name |  | |
| Address | Post Code | |
| Home Telephone Number |  | |
| Mobile Number |  | |
| E mail address |  | |
| Are you eligible to work in the UK | | Yes/No (please delete as appropriate) |

To complete the next part of the application please refer to the job description that is provided with this application form. This will describe exactly the experience that we are looking for.

Please give details of your training and qualifications as they are relevant to this post:

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

|  |  |  |  |
| --- | --- | --- | --- |
| SCQF Level 5 e.g. National Award  or equivalent | Grade | SCQF Level 6  e.g. Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | SCQF Level 8/+  e.g. Degrees, Diplomas, Certificates or Equivalent Obtained |
|  |  |  |

***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)  Are you insured for Business purposes?  **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 |
|  |  |  |  |

***Personal Statement***

|  |
| --- |
| 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. |

**Equality Act 2010**

|  |
| --- |
| We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below, or contact us directly. |

***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. We do not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
| Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Protection**

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

***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.

***Confirmation of Qualifications***

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

***Advertisement Source***

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed forms can be returned by e-mail to:** [**enquiries@hopeorganicgarden.org.uk**](mailto:enquiries@hopeorganicgarden.org.uk) **or HOPE Garden SCIO, c/o 17 Ethie Terrace, Arbroath, DD11 4AB**

**Please note that the closing date/time for receipt of applications is**

**Friday 7th May 2021at 5pm**

**Interviews to be held in line with government guidelines, it is expected that the interviews will take place via a Zoom link.**