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| **Position applied for** | **Training and Development Officer** |

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| **Personal Details** |
| **Surname** | **Click or tap here to enter text.** | **Forename(s)** | **Click or tap here to enter text.** |
| **Gender** | **Male** |  | **Female** |  | **NI Number** | **Click or tap here to enter text.** |
| **Nationality** | **Click or tap here to enter text.** | **Former/Dual Nationality** | **Click or tap here to enter text.** |
| **Address** | **Click or tap here to enter text.** |
| **Click or tap here to enter text.** | **Postcode** | **Click or tap here to enter text.** |
| **Home Tel.** | **Click or tap here to enter text.** | **Mobile Tel.** | **Click or tap here to enter text.** |
| **Email** | **Click or tap here to enter text.** |
| **Full Driving Licence** | **Yes** |  | **No** |  | **Licence Points** |  | **Own Transport** | **Yes** |  | **No** |  |

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| **How did you first hear about Liber8 Lanarkshire?** |
| **Click or tap here to enter text.** |
| **How did you first become aware of this vacancy?** |
| **Click or tap here to enter text.** |

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| **Do you have an illness or condition that is considered a disability by the Equality Act? \*** |
| **Yes** |  | **No** |  |
| **\*The Act defines a disability as “a physical or mental impairment which has a substantial and long-term effect on the ability to carry out day-to-day activities”.** |
| **Please describe what, if any, assistance you would require in performing this post or in attending an interview:** |
| **Click or tap here to enter text.** |

**The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, applies to all posts unless otherwise stated. You are required to complete the Criminal Record Declaration Form below. A Disclosure Scotland Check will be undertaken for the successful candidate (s).**

**Do you have any criminal convictions? You are not entitled to withhold details of any convictions which may otherwise be regarded as spent**. **YES / NO** (Continue of separate sheet if necessary)

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| --- | --- | --- | --- |
| Date | Details of conviction | Court | Penalty |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Employment History** |
| **Please provide details of employment history including all job roles, periods of unemployment or other activities undertaken in the last three years. List most recent first. Use additional sheets if necessary.** |

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| **Are you required to give notice for any current employment?** |
| **Yes** |  | **No** |  | **Notice Period/Availability** | **Click or tap here to enter text.** |

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| **Company name** | **Click or tap here to enter text.** | **Position held** | **Click or tap here to enter text.** |
| **Date from (MM/YY)** | **Click or tap here to enter text.** | **Date to (MM/YY)** | **Click or tap here to enter text.** |
| **Responsible to** | **Click or tap here to enter text.** | **Reason for leaving** | **Click or tap here to enter text.** |
| **Salary** | **Click or tap here to enter text.** |
| **Main duties and achievements in the role:** | **Click or tap here to enter text.** |

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| **Company Name** | **Click or tap here to enter text.** | **Position held** | **Click or tap here to enter text.** |
| **Date From (MM/YY)** | **Click or tap here to enter text.** | **Date To (MM/YY)** | **Click or tap here to enter text.** |
| **Responsible To** | **Click or tap here to enter text.** | **Reason for leaving** | **Click or tap here to enter text.** |
| **Salary** | **Click or tap here to enter text.** |
| **Main duties and achievements in the role:** | **Click or tap here to enter text.** |

***Offers of employment will be conditional on PVG adherence and satisfactory references being obtained, one of which must include the most recent employer. All posts include a 3-month probationary period.***

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| Qualifications |
| **Please list below all qualifications that you feel are appropriate to the position for which you are applying. If listing A levels and GCSE results or equivalent, please detail the number of results achieved at grades A-C only. If you are detailing a degree qualification please include the name of the university, course and the class achieved.** |
| **Date** | Qualification | Grade |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Training  |
| **Please list any courses attended or undertaken which are relevant to the job role.** |
| **Year** | Training Body | Course Title | Length |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| ***The following section contains a number of questions which should be answered in a manner that provides evidence of relevant experience and skills that you possess. Please answer ALL questions*** |

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| 1. *Please explain why you are interested in and feel suitable for this post*
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| 1. *How well do you understand the post? (It may help to give an example if you have had experience of a similar role).*
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| 1. *What type of development work with learners have you previous experience of ?*
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| 1. *What kind of training materials have you developed from scratch? What was the content, and how was the content delivered?*
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| 1. *How do you track and monitor the impact of your training sessions?*
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| 1. *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. Please continue on a separate sheet if necessary*
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| References |
| **Please provide details below of referees that cover a three-year period, one of which must be your most recent employer.**  |
| **Referee One** |
| **Company (if applicable)** | Click or tap here to enter text. |
| **Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Contact number** | Click or tap here to enter text. | Email Address | Click or tap here to enter text. |
| **Relationship to you** | Click or tap here to enter text. | Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. |
| **Referee Two** |
| **Company (if applicable)** | Click or tap here to enter text. |
| **Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Contact number** | Click or tap here to enter text. | Email Address | Click or tap here to enter text. |
| **Relationship to you** | Click or tap here to enter text. | Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. |
| ***The next section requires two references to be provided, one of which must be your latest or last employer. Please ensure you sign and date this section of the application before returning it to:*** ***Electronic submission (preferred) to*** ***admin@liber8.org.uk*** ***Or Hand written copy to:*** ***Liber8 Lanarkshire td, 1 Station Road, Blantyre, South Lanarkshire, G72 9AA***  |

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| **Declaration – Please read carefully and sign and date.** |
| I confirm the information provided in this application form is true and correct to the best of my knowledge and belief and can be verified by references from previous employers and/or professional bodies specified, whom I give permission to Liber8 to approach and whose validity will be checked beforehand. Pursuant to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending at this time. I undertake to notify HR of any material changes in the information I have provided, including any future prosecution or criminal convictions that occur whilst my details are held by Liber8. In line with the vetting standards to which Liber8 strictly adheres to as part of its contractual compliance obligations, I agree to a Disclosure and/or security check should Liber8 make me an offer of employment as determined by the job role. I will also provide suitable identification to support my eligibility to work in the UK and understand that failure to provide this on a confirmed start date will prevent me from working until such identification has been supplied. Furthermore, I will provide all information and qualification certifications as requested by HR within a timely manner, in order to enable the Company to verify my eligibility to work on contracts awarded to Liber8. I understand that any offer of employment is conditional upon Liber8’s receipt of satisfactory references, criminal record verification, security check, original qualification certification, identification and/or any other information as requested on behalf of Liber8. I am aware that non-provision of such requested documentation or personal misrepresentation or falsification of records may disqualify me from working on Liber8 contracts and may ultimately result in the termination of my employment.  |
| **Print Name** | Click or tap here to enter text. | **Signature** |  |
| **Date** | Click or tap here to enter text. |