COLUMCILLE APPLICATION FORM

***Please return your completed application form to*:**

**The Administrator,** **admin@columcillecentre.co.uk**

**Tel: 0131 447 7404 Website:** [**www.columcillecentre.co.uk**](http://www.columcillecentre.co.uk)

|  |  |
| --- | --- |
| Position Applied for: | **General Manager** |
| **Closing Date:** | **Friday 28th May 2021 at 12noon** |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |  |
| **Post Code** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email** |  |

**1. QUALIFICATIONS/TRAINING**

Please provide details of qualifications/training courses completed or in progress that you consider relevant to this application.

|  |  |  |
| --- | --- | --- |
| **NAME OF QUALIFICATION/COURSE** | **AWARDING BODY (EG. NAME OF EXAM BOARD OR UNIVERSITY)** | **GRADE AWARDED (IF APPLICABLE)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2. PRESENT/MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES (From/To)** | **NAME /ADDRESS** **OF EMPLOYER and TYPE OF BUSINESS** | **JOB TITLE** | **REASON FOR LEAVING** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Description of Duties:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**3. PREVIOUS EMPLOYMENT** (Please include any non-paid/voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DATES (From/To)** | **NAME/ADDRESS** **OF EMPLOYER and TYPE OF BUSINESS** | **DESCRIPTION OF EXPERIENCE/DUTIES** | **REASON FOR LEAVING** |
| **1** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **2** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **3** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **4** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 *If required please continue on blank paper.*

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **CURRENT DRIVER’S LICENCE****(Please tick box)** | **YES** | **NO** |
|  | Please list any endorsements (if required please continue on blank paper) |  |
|  | **Include other tests such as Minibus Test / MIDAS training** |  |

|  |  |
| --- | --- |
| **5.** |  **DISABILITY** |
|  | Columcille welcomes applications from candidates with a disability and offers a guaranteed interview to those who meet the minimum essential requirements for the vacant post. |
|  | 1. If you consider yourself to have a disability please tick
 |  |
|  | 1. If called for interview, would you need any assistance; e.g. ramp access, large print material? If so, please give details.
 |

|  |  |
| --- | --- |
| **6.** | **Eligibility to Work in the UK** |
|  | Section 8 of the Asylum and Immigration Act 1996 introduced a specific offence of employing a person who is not permitted to work in the United Kingdom. This means that Columcille needs to make basic employment checks on every employee to ensure they are not in breach of the Immigration Rules. You will have to establish your eligibility for employment by producing documentation to prove your identity in conjunction with the Disclosure Scotland check. You need to confirm on this application that you have the right to work in the United Kingdom. |
|  | **I confirm that I have the necessary documentation to legally work in the United Kingdom** |
|  | Yes | No |

|  |  |
| --- | --- |
| **7.** | **REHABILITATION OF OFFENDERS ACT \* see last page of application form** |
|  | Have you ever been convicted of any criminal offence? |
|  | **YES** | **NO** |
|  | If yes please give details: |
| **Have you ever been required to declare prior abuse convictions and whether they are currently or have ever been subject to any investigation or enquiry into abuse or other inappropriate behaviour?**  |
|  | **YES** | **NO** |
|  | If yes please give details: |

*Disclosing any previous convictions will not automatically discount you from interview but failure to do so could lead to dismissal from post.*

|  |  |
| --- | --- |
| **8.** | **Declaration** |
|  | To enable your application to be considered, personal data provided on your application will be entered onto Columcille’s computer records. At all times use of this data will be strictly in accordance with the principles laid down by the GDPR.All information relating to this recruitment is kept for 7 months before being destroyed. Please contact us if you wish your application to be destroyed earlier. |
|  | To the best of my knowledge the information contained in this application is correct. |  |

**9. REFERENCES**

Please give names and addresses of two referees. One of these, where applicable, should be your present or most recent employer:

|  |  |
| --- | --- |
| **NAME** |  |
| **ORGANISATION** |  |
| **ADDRESS** |  |
| **TEL.NO.** |  |
| **EMAIL** |  |
| **RELATIONSHIP TO APPLICANT** |  |

|  |  |
| --- | --- |
| **NAME** |  |
| **ORGANISATION** |  |
| **ADDRESS** |  |
| **TEL.NO.** |  |
| **EMAIL** |  |
| **RELATIONSHIP TO APPLICANT** |  |

|  |
| --- |
| **Please describe below how you meet the criteria contained within the person specification for this position.**  |
|  |

**Signature:** **Date:**

**Disclosure Checks**

Before commencing employment, all staff members at Columcille are required, under legislation, to be members of the Protecting Vulnerable Groups Scheme (PVG) as they are working with Vulnerable Adults. These are carried out in accordance with Disclosure Scotland’s procedures and will reveal any previous convictions or even previous criminal activities that did not proceed fully to court. We are committed to the code of practice overseen by Disclosure Scotland. We will provide access to a copy of The Explanatory Guide to the Code of Practice to any applicant who wishes to see it, and also copies of our policies: “*Policy on the Recruitment of Ex-offenders*” and “*Policy on the Secure Handling, Use, Storage and Retention on Disclosure Information*” as requested. Further information about this PVG Scheme can be found at www.disclosurescotland.co.uk