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**Confidential - Fort Augustus and Glenmoriston Community Company Job application form**

Please complete the form electronically and email to [chair@communitycompany.co.uk](mailto:chair@communitycompany.co.uk)

All applicants must complete this form. We do not accept CV’s.

|  |  |
| --- | --- |
| Application for the post of: |  |
| Closing date for applications: |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First Name** |  |
| **Address** |  | | |
| **Telephone** |  | | |
| **Email** |  | | |
| **If offered the post, when could you start?** | |  | |

**Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution or**  **establishment** | **Subject** | **Qualification awarded** | **Date Achieved** |
| **Higher Education**  **University/College** |  |  |  |
|  |  |  |  |
| **Secondary Education** |  |  |  |
|  |  |  |  |
| **Other qualifications** |  |  |  |
|  |  |  |  |
| **Training** |  |  |  |
|  |  |  |  |

**Present or most recent employment/voluntary work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | |  | |
| **Nature of business** | |  | |
| **From month/year)** |  | **To (month/year)** |  |
| **Position held** |  | | |
| **Reason for leaving** |  | | |
| **Description of duties and responsibilities** |  | | |

**Previous employment/voluntary work (in reverse chronological order)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | |  | |
| **Nature of business** | |  | |
| **From month/year)** |  | **To (month/year)** |  |
| **Position held** |  | | |
| **Reason for leaving** |  | | |
| **Description of duties and responsibilities** |  | | |
| **Name and address of employer** | |  | |
| **Nature of business** | |  | |
| **From month/year)** |  | **To (month/year)** |  |
| **Position held** |  | | |
| **Reason for leaving** |  | | |
| **Description of duties and responsibilities** |  | | |

**List any other previous employment/voluntary work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Post held** | **Summary of duties** | **Reason for leaving** |
|  |  |  |  |  |  |

**Using the job description and person specification please tell us how you meet the requirements of the post: -**

|  |
| --- |
| Tell us how you match the person specification citing relevant and specific examples from your work experience. Supply any other relevant details in support of your application and describe the contribution you would make to the organisation. |

**Supplementary information. Why are you interested in this post in particular?**

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| **This position is not yet subject to membership of the Protection of Vulnerable Groups Scheme in relation to regulated work with children. It may in future become subject to an advanced disclosure through the PVG scheme.** |

**References: We will not contact referees without your permission.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent employer** | | **Character Reference** | |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Company name and address** |  | **Company name and address** |  |
| **Telephone No.** |  | **Telephone No.** |  |
| **Email:** |  | **Email:** |  |
| **Are you willing for your referee to be contacted?** |  | **Are you willing for your referee to be contacted?** |  |

**Declaration**

I agree that Fort Augustus & Glenmoriston Community Company may hold and use the information about me contained in this application, including any information which falls within the definition of “sensitive personal data” under the terms of the Data Protection Act 1998. Information may be used for the purposes of processing this application and for personnel reasons if an offer of employment is made. If on this occasion no offer is made, I agree that Fort Augustus & Glenmoriston Community Company may keep a record of my application for 6 months.

I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise Fort Augustus & Glenmoriston Community Company to verify information contained in this application via telephone, e-mail, fax or letter.

**Verification**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that to the best of my knowledge and belief, all particulars I have given in this and the accompanying pages of the application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application. | | | |
| **Signature** |  | **Date** |  |

**Please email the completed form to: - Harry Whiteside, Chairperson**

**Fort Augustus & Glenmoriston Community Company**

**chair@communitycompany.co.uk**

**Closing date for applications is Monday 3rd May 2021 at 4 pm**