**(Private and Confidential)**

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**Application for the post of:**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Contact number:** |  |
| **Email:** |  |

Please complete this form fully and return it to:

**HR Team
Venture Trust
Argyle House
3 Lady Lawson Street
Edinburgh
EH3 9DR**

Or by e-mail to:
**hrteam@venturetrust.org.uk**

**Please note CVs will not be accepted**

**General Information**

**About your application:**

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |

|  |  |
| --- | --- |
| Have you ever previously applied for a post with Venture Trust? |  |
| 🡪If yes, which post, and when? |  |

|  |  |
| --- | --- |
| When would you be available to start with us? |  |

**Right to work in the UK:**

|  |  |  |
| --- | --- | --- |
| Do you need a permit to work in the UK? | **Yes** [ ]  | **No** [ ]  |
| 🡪If yes, do you have a work permit to work in the UK? | **Yes** [ ]  | **No** [ ]  |

**Disability:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability? | **Yes** [ ]  |  **No** [ ]  |
| 🡪If yes, please tell us if there are any reasonable adjustments we can make to assist your in your application or in the recruitment process: |  |

**For essential car user posts only – please see job description.**

|  |  |  |
| --- | --- | --- |
| Do you hold a current driving license? | **Yes** [ ]  | **No** [ ]  |
| 🡪If yes, when did you pass your test? |  |
| Has your driving license ever been endorsed? | **Yes** [ ]  | **No** [ ]  |
| 🡪If yes, please provide details? |  |

**Qualifications and Training**

**Qualifications:**

Please give details of any relevant qualifications. Please also include any records of achievement such as courses attended, certificates attained, and membership of any relevant Professional or Technical Associations. Continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| **Subject/Title** | **Date** | **Grade/Level** | **Examining/Professional Body** |
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**Other Skills Training:**

Please summarise any other skills you hold and / or training you have received that may be relevant to the position applied for, e.g. languages spoken, First Aid training.

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| --- | --- |
| **Subject/Title** | **Date Achieved (if applicable)** |
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**Employment History**

**Current or most recent employment:**

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| --- | --- | --- | --- |
| Position Held: |  | Salary: |  |
| Employer name and address: |  | Start date – end date:  |  |
| Summary of your duties and responsibilities: |
| Current role? (Y/N) | Reason for leaving:  |

**If this is your current role, what is your notice period?**

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|  |

**Previous employment (state most recent first):**

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| --- |
| **Previous employment 1** |
| Position Held: |  |
| Employer name and address: |  |
| Start date – end date: |  |
| Summary of your duties and responsibilities: |  |
| Reason for leaving: |  |

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| **Previous employment 2** |
| Position Held: |  |
| Employer name and address: |  |
| Start date – end date: |  |
| Summary of your duties and responsibilities: |  |
| Reason for leaving: |  |

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| **Previous employment 3** |
| Position Held: |  |
| Employer name and address: |  |
| Start date – end date: |  |
| Summary of your duties and responsibilities: |  |
| Reason for leaving: |  |

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| **Previous employment 4** |
| Position Held: |  |
| Employer name and address: |  |
| Start date – end date: |  |
| Summary of your duties and responsibilities: |  |
| Reason for leaving: |  |

**References**

Please provide the name, address, telephone number and e-mail address of two referees, including their relationship to you. These should **not** include relatives or friends. One referee **must** be the name of your present / most recent Line Manager, or your Departmental Head or Tutor if you are a higher education leaver.

References will **not** be sought until after an Offer of Employment has been made to you.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Referee Name: | Relationship: | Contact details: |
| Reference 1 |  |  |  |
| Reference 2 |  |  |  |

**Supporting Statement**

Please use this section to give further information to support your application, including your reasons for applying. Please give details of the skills, experience and knowledge that you would bring to the post – including how these meet the criteria in the person specification for the post. Include details of how you think you embody our values: Courage, Care, Curiosity, and Collaboration.

Continue on a separate sheet if necessary.

**Declarations**

**I hereby state that I have no past convictions, cautions or bind overs, and no pending cases, which would affect my suitability for working with young people.**

Signature: Date:

**I declare that, to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is true and correct. I understand that any false statement may result in termination of an appointment made from this application.**

Signature: Date: