

**PLEASE COMPLETE ALL SECTIONS**

**CV will not be accepted.**

The information that you supply in this application form will enable us to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the General Data Protection Regulation (GDPR).

**Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Closing date for receipt of applications is:**

**Applications received after this time will NOT be considered**

**Personal Information**

|  |
| --- |
| Surname: First Name:  Pronouns: They/them She/her He/him Other \_\_\_\_\_\_\_  Address for Correspondence:  Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number (on which a message may be left): |

**Assistance for people with disabilities**

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way.  If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below. |

Education and Training

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

|  |  |  |  |
| --- | --- | --- | --- |
| Standard / GCSE  or equivalent | Grade | Higher / `A ‘level Grade  or Equivalent | Grade |
|  |  |  |  |

**Further Education**

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates Obtained |
|  |  |  |

**Professional Qualifications or Training Courses**

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
|  |  |

**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 |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

**Employment with us**

As part of our selection process, we need to compare your experience, skills and knowledge to the requirements for the job. These are outlined in the job description and person specification. Please tell us below how you match them. Please note that we will not be guessing anything about your skills/abilities from your employment history/education, you therefore need to ensure you tell us why you are the right candidate for the job.

|  |
| --- |
|  |

Please continue on a separate sheet if necessary

**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: |

**Driving Licence**

Do you possess a full current driving licence? **YES/NO**

**Disclosure Scotland - PVG (Protecting Vulnerable Groups) Scheme**

Do you possess a PVG? **YES/NO**

If YES can you please provide us with your PVG Number: ……………………………………………………..

**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.

**Confirmation of Qualifications**

If selected for interview you may be required to bring with you 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asylum & Immigration Act 2006**

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU? **YES/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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to Staff Members**

|  |
| --- |
| If you are related to anyone who works or volunteers for us or to any of our Board members, please provide details: |

**When completed, this form can be returned by e-mail to: info@watchusgrow.org.uk**

Or by post to: Watch Us Grow, Palacerigg House, Palacerigg Country Park, Cumbernauld, G67 3HU

*(Please affix the required postage for weight/size of envelope if returning by post)*

*(If returning the application form by email please note that there is no need to also post a hard copy. If shortlisted, you will be asked to sign your application form at interview.)*