For Office use only:

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CV will not be accepted.**

The information that you supply in this application form will enable the interview panel 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.

Please note that the first two pages of this form **will not** be shown to the shortlisting panel.

**Post Applied For:**

**Closing date for receipt of applications is: 12 NOON ON WEDNESDAY 11TH AUGUST 2021**

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

***Personal Information***

|  |
| --- |
| Title: Surname: First Name:  Address for Correspondence:    Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number (on which a message may be left): |

**Equality Act 2010**

|  |
| --- |
| We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview via Zoom or in person? Please provide details below.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***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.** | |
| Referee Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Referee Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***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** (please delete as appropriate)

**Data Protection Act 2018**

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have, on written request, the right to access all personal data Rosemount Development Trust hold about you.

***Canvassing***

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

***Confirmation of Qualifications***

If selected for interview you will 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?

***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:**

**Post Applied For: Community Development Officer**

For Office use only:

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

|  |  |  |  |
| --- | --- | --- | --- |
| SCQF Level 5 e.g. National Award  or equivalent | Grade | SCQF Level 6  e.g. Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | SCQF Level 8/+  e.g. Degrees, Diplomas, Certificates or Equivalent Obtained |
|  |  |  |

***Professional Qualifications***

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

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your experience)***

|  |
| --- |
|  |

***Driving Licence***

|  |
| --- |
| Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)  Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)  Are you insured for Business purposes? **YES/NO** (please delete as appropriate) |

***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 Rosemount Development TrustAssociation***

Rosemount Development Trust wishes to compare your experience, skills and knowledge with its requirements. You should, therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work but can be from other experience. Please complete all sections as appropriate.

|  |  |
| --- | --- |
| Excellent verbal, written, communication and presentation skills |  |
| Ability to work under pressure, to tight deadlines |  |
| Excellent organisational skills and the ability to manage a wide range of tasks |  |
| Ability to use own initiative to prioritise and manage own workload to achieve best outcomes |  |
| Ability to foster collective working between organisations, securing commitment and cooperation from others |  |
| Ability to be self administering seizing opportunities |  |
| Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice |  |
| Ability to think creatively |  |
| Strong interpersonal skills and the ability to deal with a diverse range of people |  |
| Reasonable cycling experience and ability |  |
| Experience of working with children and young people |  |
| Experience of cycling/active travel projects |  |
| Experience of using evaluation and monitoring tools and techniques |  |
| Understanding of the issues facing the community of Royston |  |
| Understanding of current and previous examples of active travel initiatives |  |
| Experience of contributing effectively as a team member |  |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Rosemount Development Trust or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |

***Relationship to Committee Members***

|  |
| --- |
| If you are related to a Committee member of Rosemount Development Trust or anyone who has been a Committee member in the last 12 months, please provide details: |

**Completed applications should be returned to** [**admin@rosemounttrust.co.uk**](mailto:admin@rosemounttrust.co.uk) **or**

**Rosemount Development Trust, Unit W16, 141 Charles Street, Glasgow, G21 2QA**

**no later than**

**12 NOON ON WEDNESDAY 11TH AUGUST 2021**

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