|  |
| --- |
| **regenlogo** |

|  |  |
| --- | --- |
| **To help us assess your application please complete all sections of this application form.****Please type or print using BLACK ink.** |  |

**APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| POST  **Service Co-ordinator**  |
| LOCATION **Summerlee House, Summerlee Rd, Larkhall, ML9 2UH** |

|  |
| --- |
| **1. PERSONAL DETAILS** |
| *Surname* | *Initial[s]* | *National Insurance Number* |
|  |  |  |
| *Address**Post code*  | *Contact Telephone Numbers:**Home:**Business:**Mobile:**E mail address:* |

**Please mark X within the boxes as appropriate.**

|  |
| --- |
| 2. DISABILITY |
| Regen:fx Youth Trust has adopted the ‘Double Tick’ symbol and offers a guaranteed interview to any applicant who considers him/herself to be disabled and who meets the minimum essential requirements for the post. Please mark X in the box if you consider yourself to be disabled. If you require any facilities/assistance if invited for interview please give details below. | **[ ]**  |
|  |

|  |
| --- |
| **3. DATA PROTECTION ACT 1998** |
| Your name, address and national insurance number will be included in a data base which supports the recruitment function within Regen:fx. It will not be used for any other purpose. If you do not consent to these details being retained beyond the life of this post please mark X in the box. | **[ ]**  |

|  |
| --- |
| **4. YOUR CERTIFICATES GAINED AT SCHOOL** |
| *Please give details of any certificates obtained such as SCOTVEC, SQA. You need not include any obtained if you left school over fifteen years ago unless you think they are relevant to your application.* |
| *Awarding Body e.g. SQA* | *Course/Subject/Module Titles* | *Level/Grade of Course e.g. 1,2,3/A,B,C* | *Date Certificate Awarded* | *✓ Tick if awaiting results* |
|  |  |  |  |  |

|  |
| --- |
| **5. YOUR FURTHER OR HIGHER EDUCATION**  |
| *Please provide details of any courses for which a certificate, e.g. SVQ, HNC, HND degree or diploma was awarded.* |
| *University/**College* | *Course Title* *e.g. HND Computing* | *Subjects Studied* | *Date* *Awarded* | *✓ Tick if awaiting results* |
|  |  |  |  |  |

|  |
| --- |
| **6. YOUR MEMBERSHIP OF PROFESSIONAL BODIES** *[current membership only]* |
| *Name of Awarding Body/Institution* | *Class of Membership* | *Date Awarded* |
|  |  |  |

|  |
| --- |
| **7. TRAINING COURSES ATTENDED – WHICH MAY BE RELEVANT TO THIS APPLICATION** |
| *Course Provider* | *Description of Course including Main Subject Covered* | *Date Attended* |
|  |  |  |

|  |
| --- |
| **8. PERSONAL DEVELOPMENT**  |
| *Please outline the content of any current personal development plan, together with evidence of continuing professional development, where appropriate.* |
|  |

|  |
| --- |
| **9. CURRENT EMPLOYMENT (OR MOST RECENT EMPLOYMENT)** |
| *Name and Address of Employer* | *Job Title* | *Dates**From To* | *Basic Salary / Wage*  |
|  |  |  |  | *£ per year / week**Additional Supplement/Bonus etc.**£ per year / week* |
| **Notice required:** |
| *Please give details of your present duties/responsibilities using supplementary sheet[s] if required**If you use separate sheets please ensure you enter your surname and initials.* |

|  |
| --- |
| **10. PREVIOUS EMPLOYMENT** |
| *List in order with most recent employer first. Please use supplementary sheet[s] if required ensuring your surname and initials are on any separate sheets used.*  |
| *Name and Address**of Employer* | *Job Title and Brief Description of Duties* | *Annual Salary or Hourly Rate* | *Dates**Day/Month/Year From To* | *Reason for* *Leaving* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **11. BACKGROUND & SUITABILITY** |
| *Please tell us why you think your background, experience, skills or qualities makes you a good candidate for this post. Please refer to the Person Specification when completing this section and put your surname and initials on any additional pages you use.* |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **12. DRIVING LICENCE** |
| Please tick if you hold a current driving licence Yes No |
| Please tick relevant class held HGV Full Provisional |
| Please tick if your licence has penalty point endorsements Yes No |
| If yes, please specify |

|  |
| --- |
| **13. ATTENDANCE AT WORK** |
| *Please list all absences from work through illness or injury over the last two years* |
| *No of days absent* | *Reason for absence* | *Dates* *From To* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **14. LEISURE TIME ACTIVITIES OR INTERESTS** |
|  |

|  |
| --- |
| **15. IF APPOINTED WHEN COULD YOU TAKE UP THE POST** |
|  |

|  |
| --- |
| **16. REFEREES** |
| *Please provide details of two referees. If you are currently in employment, at least one must represent your present employer. References are normally taken up if you are shortleeted for interview.*  ***Please tick the box(es) if you do not wish contact to be made with a referee prior to interview being held****. After interview, if Regen:fx is considering offering you an appointment, referees will be contacted.* |
| *Name & Tel Number of Referee* | *Email Address* | *Occupation* | *Tick if* ***No*** *contact to be made prior to interview.* |
| 1] |  |  |   |
| 2] |  |  |   |

|  |
| --- |
| **17. ADVERTISEMENT** |
| *Please tick where you first saw this post advertised* |
|  Youthlink Scotland |  Good Move Website |
|  Public Information Points |  Indeed |
|  Other [please detail below] |  Job Centre |
|  |

|  |
| --- |
| **18. REHABILITATION OF OFFENDERS ACT 1974 [EXCEPTIONS] ORDER 1975** |
| Under this Act, applicants are entitled to withhold information on a criminal conviction on the grounds that it is ‘spent’ following a period of rehabilitation, unless the post has been advertised as ‘excepted’ from these provisions. All applicants selected for interview will be required to complete and bring with them a Criminal Conviction Declaration Form which will provide full details of the Act and give advice on how to complete the declaration. Where a post has been designated as subject to a ‘PVG’ a criminal records check will be required in respect of any candidate being considered for appointment. |

|  |
| --- |
| **19 ELIGIBILY TO WORK IN THE UK** |
| Subject to showing Regen:fx Youth Trust you passport. If you do not hold a British passport, a passport from a country within the European Economic Area (EEA) or a passport from a non-EEA country which gives you the right to work in the UK. Regen:fx Youth Trust may need to see more additional documents. |

|  |
| --- |
| **20. IMPORTANT *[please read carefully before signing declaration]*** |
| I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information and all other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice. |
| **DATA PROTECTION ACT 1998**I consent to Regen:fx Youth Trust and its agents processing, by means of information and communication technology or otherwise, any information which I provide to them for the purposes of recruitment to and employment with the Trust, monitoring effectiveness of the Trust’s Equal Opportunities Policy and in the exercise of the Trust’s legitimate interests.Signed ………………………………………………….. Date …………………………..***[initials and surname only please]***Before sending your application: Have you completed all the sections and put your name on any attached papers? |

**All completed forms should be returned to: Regen:fx Youth Trust**