

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CVs 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.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998. Please note that the first two pages **will not** be shown to the shortlisting panel.

**Closing date for receipt of applications is Monday 25th October 9am**

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

***Post Details***

|  |  |
| --- | --- |
| Post Applied For | SSF Regional Youth Development Coordinator (Fife) |

***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): |

***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. |

***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. SSF does not accept references from family members.  **Referees will not be approached prior to interview.** | |
| Name:  Relationship to you:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Relationship to you:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Scottish Sports Futures 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: |

***Asylum & Immigration Act 1996***

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc].

Do you require a work permit? **YES /** **NO** (please delete as appropriate)

***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: \_\_\_\_\_\_\_\_\_\_\_\_**

For Office use only:

***Post Details***

|  |  |
| --- | --- |
| Post Applied For | SSF Regional Youth Development Coordinator (Fife) |

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

|  |  |  |  |
| --- | --- | --- | --- |
| National/Standard/’O’Grade  or equivalent | Grade | Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates 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, including details of any tutoring qualifications and/or ETC tutor training if applicable)***

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

***Computer Skills (please detail your experience, including experience of Microsoft Office applications)***

|  |
| --- |
|  |

***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)

***PVG Scheme Membership***

Are you currently a member of the PVG Scheme? **YES / NO** (please delete as appropriate)

If not, are you willing to become a PVG Scheme member? **YES / NO** (please delete as appropriate)

***Child Protection and Wellbeing Training***

Are you up to date with Child Protection training? **YES / NO** (please delete as appropriate)

If yes, when did you last complete Child Protection training? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***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 Scottish Sports Futures (SSF)***

SSF wishes to compare your experience, skills and knowledge with their 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. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

|  |  |
| --- | --- |
| Relevant community development, youth work or sport qualification |  |
| Experience of creating partnerships with local partners |  |
| Experience of taking a youth work approach to delivery |  |
| Experience in planning and delivering sport and physical activity sessions |  |
| Experience in delivering issue-based youth work |  |
| Experience in working with disengaged groups of young people and understanding of issues affecting them |  |
| A passion for working with young people using sport and youth work to support their development |  |
| Able to maintain accurate records in support of monitoring and evaluation |  |
| Ability to work using own initiative and as part of a team and prioritise workload |  |
| Excellent interpersonal and communication skills |  |
| Please use this section to tell us how you meet any of the **desirable** elements of the person specification |  |

***Additional Information***

|  |
| --- |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. |

***Advertisement Source***

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

***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. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

***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.

**When completed, this form should be returned by email to:** recruitment@ssf.org.uk

**Please note that the closing date for receipt of applications is Monday 25th October 9am.**

**If selected for interview, these will take place remotely 4th November.**