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**APPLICATION FORM**

***Please complete the application truthfully and accurately, answering all questions in full.***

***The application form should be return by email to*** [***Lesley@olderandactive.co.uk***](mailto:Lesley@olderandactive.co.uk) ***or posted to Older and Active in East Kilbride, Unit 200, Centrewest, East Kilbride, G74 1LL.***

***Please note the Diversity Monitoring form must be completed and included with applications.***

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Home telephone (incl. area code)** |  |
| **Mobile** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK**  **(e.g. by birth/ current visa)** |  |
| **If applicable, please confirm Visa/Permit Expiry Date** |  |
| **Do you have a current, full (i.e. not provisional) UK driving licence?** |  |
| **Do you own/have access to an appropriately insured and MOT’d car?** |  |

**SECTION 2: REFEREES**

***Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer.***

***We will not contact your references until an offer of employment is made.***

***Referee 1***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |

***Referee 2***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |

**SECTION 3: CAREER HISTORY**

***Instructions: Only include details for your current job and the two previous roles (paid or unpaid). If necessary, summarise earlier roles in section 3.3.***

***3.1 Current Employment (paid or unpaid)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Since** |  |
| **Notice period** |  | | |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.2a Previous Employment (one of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **From:**  **To:** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.2b Previous Employment (two of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **From:**  **To:** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.3 Summary of Earlier Roles (paid or unpaid)***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |
| ***5*** |  |  |  |

**SECTION 4: EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING**

***4.1 Secondary School/Adult Education***

|  |  |
| --- | --- |
| **School/Establishment** |  |
| **Location** |  |
| **Standard Grades / O-Levels / GCSEs**  Only detail the number of passes and the corresponding grades – you do not need to list the subject unless required in the person spec |  |
| **Highers / A Levels**  Detail the subjects passed and the corresponding grades (e.g. Maths - B) |  |
| **Advanced Level / Sixth Year Studies**  Detail the subjects passed and the corresponding grades |  |

***4.2 Further Education***

***Instructions – detail further educational qualifications e.g. doctorates, degrees, diplomas, HNC, SVQ, NVQs etc.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Grade  (if applicable)** | **Place of Learning** | **Year Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***4.3 Professional Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Professional Body** | **Year Gained** | **Current Member of Body? (Y/N)** |
|  |  |  |  |
|  |  |  |  |

***4.4 Other Key Learning & Training Events***

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 5: REASONS FOR APPLYING – YOUR SUPPORTING STATEMENT**

***Instructions – The Job Description and Person Specification detail the key areas of responsibility, outputs, skills, experience and competencies required for this role. Please ensure that you take time to consider these and understand them. In your supporting statement below (can be continued on a separate sheet), use your own experience to evidence how you meet the requirements of the role and detail why you are the right candidate.***

|  |
| --- |
| **SUPPORTING STATEMENT** |

**SECTION 6: DECLARATION**

***Before submitting your application, please read the following:  
  
Please note we will not consider incomplete applications. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.  
  
'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.***

***I understand that canvassing a member of staff or a member of the Board of Directors, directly or indirectly, in connection with this application shall disqualify me.***

***I understand that a standard or enhanced disclosure check will be sought in the event of my application being successful.***

***I have read and understood the attached Privacy Notice. I understand that my personal details will be held in confidence for the purpose of assessing this application. If employed, I understand the information will be used in the administration of my employment in accordance with the Data Protection Act 2018.’***

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 6 above** | |
| **Name** |  |
| **Signed \*** |  |
| **Dated** |  |

***\*where applications are being submitted electronically, an electronic signature is acceptable***

**Submitting your Application Form**

**Your form, together with an Equal Opportunities Monitoring form, should be completed and submitted either via email to** [**Lesley@olderandactive.co.uk**](mailto:Lesley@olderandactive.co.uk) **or by post to Older and Active in East Kilbride, Unit 200, Centrewest, East Kilbride, G74 1LL, marked Private and Confidential. Please note that CVs are not accepted.**