|  |  |  |
| --- | --- | --- |
| ***For internal use only*** | ***Candidate Ref*** |  |

## Application Form:

* *Read the information pack carefully and consider whether your talents and experience match what we are looking for.*
* *Please do not change the format of this application form.*
* *Answer all relevant questions as fully as possible as the information you provide will enable us to decide whether or not to invite you for interview. Late applications will not be considered.*

## Data Protection Statement

We will only use the information you provide in this form for the purpose of this recruitment. Should you be successful in your application, all the information you provide will also be used for the administration of your employment. If unsuccessful, all documents relating to this post will be retained for a period of 6 months after the interview dates.

After this period unsuccessful applications will be destroyed.

## Personal details

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***NB: This information will not be used for short-listing purposes*** | | |
| If you wish to use a title, please give it with your name e.g. Ms, Mr, Mrs | **Name** |  | |
|  | **Address** |  | |
| If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling | **Day Tel No** |  | |
| **Mobile No** |  | |
| **Email** |  | |
| **If successful, how soon would you be able to start?** | |  | |
| **Where did you hear about this vacancy?** | | | |
| **Further Contact:** Should my application for this role be unsuccessful, I consent to Formartine Youth Project contacting me, within six months of this application being made regarding other available employment opportunities | | | Yes |
| No |

I certify that the information on this application form is correct to the best of my knowledge. I consent to Formartine Youth Project checking any information I am unable to verify personally.

Applicant’s name \_ Date \_

Please email your completed application by midday on Friday 29th October 2021

to aswindells@churchofscotland.org.uk

|  |  |
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## Education & Training

|  |  |  |
| --- | --- | --- |
| Subject | Course Provider | Duration of Course |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please list any training you have received or are currently undertaking which did not lead to a qualification but which you feel is relevant to the advertised post

|  |  |  |
| --- | --- | --- |
| Subject | Course Provider | Duration of course |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Current Employment (or most recent employment)

|  |
| --- |
| Name & Address of Organisation |
| Post Held: |
| Dates of employment (from - to): |
| Reason for leaving: |
| Duties/responsibilities: |

## Employment History (start with most recent)

|  |
| --- |
| Name & Address of Organisation |
| Post Held |
| Dates of employment (from - to) |
| Reason for leaving |
| Duties/responsibilities |
| Name & Address of Organisation |
| Post Held |
| Dates of employment (from – to) |
| Reason for leaving |
| Duties/responsibilities |
| Name & Address of Organisation |
| Post Held |
| Dates of employment (from – to) |
| Reason for leaving |
| Duties/ responsibilities |

## Other Previous Experience (Volunteering, unpaid internship, etc.)

|  |  |  |
| --- | --- | --- |
| Name and address of organisation (if any) | Duties and responsibilities | Length of experience |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Other Current Activity

|  |
| --- |
| *If you are not currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in studying or unemployed or a carer etc.* |

## Are you a member of the PVG Scheme?

Yes  No

If yes; please give your PVG Scheme Membership Number**:**

If yes; please state which regulated work your PVG relates to (Adults, children or both):

## Personal Statement

|  |
| --- |
| *This section is to give specific information in support of your application. This is an opportunity to tell us, with examples, why you would a suitable candidate for this post. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy the essential aspects of the Person Specification.*  Please use a continuing page to create more space if required |

## References

*Please supply details of two referees. One of them must be your current or most recent employer. Other examples are your Church Minister, Session Clerk, Voluntary work Supervisor, College/University Tutor. Do not include relatives or friends.*

*Employment with Formartine Youth Project (Udny & Pitmedden Church Registered Charity No. SC006056) is subject to receipt of two satisfactory references. Employment will not commence until we have received references for you.*

*We will let you know if we are unable to contact a referee.*

### First Reference

|  |
| --- |
| Name: |
| Full postal address: |
| Tel No: |
| E-mail address: |
| Occupation: |

### Second Reference

|  |
| --- |
| Name: |
| Full postal address: |
| Tel No: |
| E-mail address: |
| Occupation: |