

**Scottish Commission for People with Learning Disabilities**

**Application Form** (to be completed in black ink or type)

Please return the completed application to: recruitment@scld.co.uk

Closing date for applications is **Friday 28th January 4pm**

Interviews are scheduled for **Monday 21st February 2022**

Do not enclose your CV or any other documents with this application, as these will not be considered.

|  |  |
| --- | --- |
| Post applied for: | Include For Good – Programme Lead |

**Personal details**

|  |  |
| --- | --- |
| Preferred title e.g. Mr, Mrs, Ms, etc. |  |
| Surnames (s) |  |
| Forenames (s) |  |
| Address |  |
| Postcode |  |
| Telephone No |  |
| Email address |  |

**Supporting statement**

|  |
| --- |
| In no more than 500 words state below your reason for applying for the post and the qualities and experience you consider make you a suitable applicant. Please refer to the Job Description.  |
|  |

**Employment history**

Please list all relevant paid and non-paid work (use continuation sheet if necessary). Please list in order, starting with most recent post and work backwards.

Current employment

|  |  |
| --- | --- |
| Name and address ofemployer/organisation |  |
| Employed from |  |
| Employed to |  |
| Job title |  |
| Description of key duties and responsibilities |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address ofemployer/organisation | From | To | Job title and description of key duties and responsibilities | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education/training courses (including membership of professional bodies)**

Please list in order, starting with most recent first.

Further/Higher education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates attended | Name of establishment | Course taken | Qualifications gained |
|  |  |  |  |

**Miscellaneous**

|  |  |
| --- | --- |
| Do you need any reasonable adjustments or arrangements to be made at the interview? |  |
| If yes, please specify |

**References**

Please provide two references, ideally from a previous employer or contemporary.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company name |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Your connection to this reference |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company name |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Your connection to this reference |  |

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

SCLD will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants. SCLD will only process your personal data where it has a lawful basis for such processing.

Signed:

Date:

**Thank you**