Application for employment
Private and confidential

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| **Title of post: Volunteer co-ordinator** |
| **Closing Date: Wednesday 26th January 2022** |

Please complete all sections clearly. Selection of candidates for interview will be based only on the content of this application form. A Curriculum Vitae will not be accepted as part of the selection process and any applications submitted after the closing date will not be considered.

We use email as the standard method of communication. Please ensure you regularly check your ‘junk’ emails to ensure you do not miss any communication regarding your application.

Personal Details

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| --- | --- | --- | --- |
| Initial(s): |  | Address (inc postcode): |  |
| Surname: |  |
| N.I. Number: |  |
| Telephone No: |  |
| Email: |  |
| Do you hold a current driving licence: | ☐ Yes ☐ No |

Bottom of Form

Education, qualifications and training

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| --- | --- | --- |
| Course(s)/ Subjects Studied | Level or Qualification (e.g. Higher, Degree, Diploma) | Grade Gained |
|   |   |  |

Employment and volunteering history

Please list your employment and if relevant volunteering history in order with most recent first.

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| --- | --- | --- | --- |
| Name and address of previous employer | From month/ year | To/ month/ year | Position held, main duties and reason for leaving |
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Experience, skills and knowledge

We want to compare your experience, skills and knowledge with the requirements of the post. You should therefore, demonstrate and evidence any previous experience, skill or knowledge, which you feel would be beneficial in this position. The evidence does not have to be from paid work, it can be from other life or voluntary experience.

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References

Please give details of two referees, one of whom should be your current or most recent employer. Referees will only be contacted if you are successful and recommended for employment.

|  |  |
| --- | --- |
| Current or most recent employer | Personal/ Employment reference(delete as appropriate) |
| Full Name: |  | Full Name: |  |
| Position |  | Position |  |
| Address: |  | Address: |  |
| Email: |  | Email: |   |
| Tel No: |  | Tel No: |   |

Interviews (if you are shortlisted)

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Are there any restrictions on when you could attend for interview? ☐ Yes ☐ No

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If yes, please specify below:

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Reasonable adjustments in attending an interview

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview?

If so yes, please specify below:

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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.

Do you have a criminal conviction? ☐ Yes ☐ No

If you are successful in your application you will be expected to join the Protecting Vulnerable Groups scheme run by Disclosure Scotland. A conviction will not necessarily be a bar to obtaining employment.

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.

Employment restrictions

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

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Do currently have the right to work and live in the EU? ☐ Yes ☐ No

Bottom of Form

Information we hold about you

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have, on written request, the right to access all personal data the West Calder Community holds about you.

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.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |