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**Application Form**

**Closing Date: 25 February 2022**

**Interviews will be held: Week of 14 March 2022**

The Application Form should be sent by email or post, should be marked **“Executive Director - Private and Confidential for the attention of Eileen Prior”** to:

Email: execdirector@connect.scot

Post: Eileen Prior, Executive Director, Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB

**Terms and Conditions of Employment**

These are a summary of the main Terms and Conditions of Employment for the post. The successful candidate will receive a full version of the Terms and Conditions and Employee Handbook upon appointment.

|  |  |
| --- | --- |
| **Salary** | Please refer to the Job Description for full salary details. Salaries are paid monthly, in arrears, by the 28th of the month. |
| **Probationary period** | There is a three-month probationary period commencing with the date of taking up duties. |
| **Holiday Entitlement** | You are entitled to 30 days annual leave (including public holidays) pro rata. The office closes between Christmas and New Year (dates vary – holidays additional to the above) |
| **Place of work** | The post is based at Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB. |
| **Hours of work** | The working week is 35 hours, worked flexibly to meet the needs of the role. Reduced hours may be an option for the right candidate. The post holder may work from home when appropriate. |
| **Travel and Subsistence** | Staff will be reimbursed approved expenses whenever necessary and reasonable whilst on authorised business in accordance with the current rates for subsistence. |
| **Pension** | A contributory pension scheme is available after completion of probation. |
| **Training and Development** | Connect operates a staff development process and is committed to the development of its team. |

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CVs will not be considered**

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. Full guidance notes on completing this form can be found on page 8 of the form.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998 and GDPR regulations. Please note that Section One will not be shown to the shortlisting panel.

**Post Applied For: Executive Director**

***Section 1 Personal Information***

|  |
| --- |
| Title :Click here to enter text. Surname: Click here to enter text.First Name: Click here to enter text.  Address for Correspondence: Click here to enter text.  Postcode: Click here to enter text.  Private Telephone Number: Click here to enter text.Mobile Number: Click here to enter text.  E-mail Address: Click here to enter text.  Your Daytime Telephone Number (on which a message may be left): Click here to enter text. |

***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. Click here to enter text. |

***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. Connect does not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
| Name: Click here to enter text.  Job title: Click here to enter text.  Company: Click here to enter text.  Address: Click here to enter text.  Postcode: Click here to enter text.  Email: Click here to enter text.  Tel No: Click here to enter text. | Name: Click here to enter text.  Job title: Click here to enter text.  Company: Click here to enter text.  Address: Click here to enter text.  Postcode: Click here to enter text.  Email: Click here to enter text.  Tel No:  Click here to enter text. |

***Asylum & Immigration Act 1996***

Do you currently have the right to work and live in the UK? Choose an item.

***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:** \_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM**

Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based on the information you provide on this application form.

1. **Please do not send a CV. To ensure equal opportunities in recruitment, we request that all applicants use the form provided.**
2. This form should be completed in black ink or typed for photocopying purposes.
3. The person specification describes the essential skills, knowledge, experience and professional qualifications that you will need to do the job as described in the job description. Your completed application form should demonstrate that you have these skills and that you understand and are committed to equal opportunities.
4. The Statement in Support of your Application section is very important. THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB. Examine the skills and experience being asked for in the person specification and demonstrate how your experience meets each of these requirements, giving specific examples wherever possible. **Your evidence should be clear and relate as closely as possible to the person specification.** Give thought to previous work experience or other responsibilities that may help you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a long time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may considerable domestic responsibilities or may organise social or community activities in your spare time.
5. The first referee quoted on the form should be your present or most recent employer. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of someone who knows you sufficiently well to confirm the information that you have given, and to comment on your ability to do the job.
6. To ensure that our Equal Opportunities Policy is effective, all candidates are asked to complete the section on monitoring. This will be treated as confidential and detached from the application form.
7. When completed, please read through your application form carefully, checking for errors or omissions. Check the closing date, and make sure your application form is sent in plenty of time. Applications received after the published closing date will not be considered.
8. We will acknowledge receipt of your application by email.
9. If you submit your application by email, you may be asked to sign relevant sections of the application form if invited to interview.
10. Initial selection is based on your completed application, which is compared against a range of experience, knowledge, skills, and competencies. Qualifications, if relevant, are also considered at this stage.

Formal confirmation of a job offer is subject to the satisfactory completion of a number of checks. These include employment references and proof of qualifications.

**Any information given will be completely confidential and will be considered only in relation to an application for any position to which the order applies.**

**Section 2**

Post Applied For: Executive Director

For Office use only:

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

|  |  |  |  |
| --- | --- | --- | --- |
| National/Standard/’O’ Grade  or equivalent | Grade | Higher Grade  or Equivalent | Grade |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates Obtained |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

***Professional Qualifications***

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
| Click here to enter text. | Click here to enter text. |

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
| Click here to enter text. | Click here to enter text. |

***IT Skills (please detail your experience of software, social media, digital platforms used)***

|  |
| --- |
| Click here to enter text. |

***Driving Licence***

Do you possess a full current driving licence? Choose an item.

Do you have access to a car for work purposes? Choose an item.

***Present or Most Recent Employment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of Employer | Date From: | Click here to enter text. | | Date To: | Click here to enter text. |
| Click here to enter text. | Position Held: | | Click here to enter text. | | |
|  | Salary and other benefits/payments | | Click here to enter text. | | |
|  | Notice Required: | | Click here to enter text. | | |
|  | Reason For Leaving: | | Click here to enter text. | | |
| Nature of Post (please describe your main duties):  Click here to enter text. | | | | | |

***Employment History (in order of most recent first)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  Previous Employer(s) | From  Month/Year | To  Month/Year | Position Held, Main Duties and Reason for Leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

*Please continue on a separate sheet if necessary.*

**OTHER RELEVANT EXPERIENCE**

|  |
| --- |
| 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.  Click here to enter text. |

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please use this section to explain how your previous experience and qualities would enable you to meet the requirements of this post, referring to the Person Specification identified in the job Description. *Please use continuation pages if required and head appropriately.*

|  |
| --- |
| Click here to enter text. |