# Application for Employment

**Important Notes:**

Sections A to C will be detached from the rest of the application and that information will not be available to the shortlisting panel.

Submit your completed application by emailing [mailto:bcdt2016@gmail.com](mailto:bdct2016@gmail.com)

**POST APPLIED FOR**:

DEVELOPMENT OFFICER

**SECTION A - PERSONAL DETAILS**

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| Forename(s) Surname(s)  Address  Postcode  Telephone No. (Home) Mobile  Telephone No. (Work) *(if convenient)*  E-mail address: |

**SECTION B - HEALTH INFORMATION**

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| Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process.  Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview:  Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties: |

## SECTION C - GENERAL INFORMATION

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| Are you currently eligible for employment in the UK? Yes □ No □ |

**SECTION D – EDUCATION, TRAINING AND RELEVANT EXPERIENCE**

Please provide details of most recent qualifications, professional qualifications and training relevant to this position

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| Qualification/Training | Subject/Relevant Body | Outcome |
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| Please describe experience relevant to this position | | |
| Position/Project | Experience Gained | Duration |
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**SECTION E - EMPLOYMENT RECORD**

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| **Present or Most Recent Employment**  Name and address of employer    Nature of Business  Post Held  Date Appointed Date Left (if applicable)  Salary Scale £ to £ Present Salary £ Notice Period  (if applicable)  Reason for leaving/wish to leave    Please give a brief outline of your duties and responsibilities: |

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| --- | --- | --- | --- | --- |
| **Previous Employment** (Please continue on additional sheet if necessary) | | | | |
| Name and address of employer | Dates | | Post title and brief details | Reason for leaving |
| and nature of business | From | To | of main duties |  |
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**SECTION F - SUPPORTING STATEMENT**

In this section, please tell us how you match the person specification and job description, citing relevant and specific examples from your work experience. Supply other relevant details in support of your application and describe the contribution you would make to the Burntisland Community Development Trust and the wider community. *(Please continue on a separate sheet if necessary).*

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**STORAGE OF SENSITIVE INFORMATION**

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| The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Burntisland Community Development Trust.  We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.  I authorise the collection of this information by Burntisland Community Development Trust so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I can access, according to the Data Protection Act 2018, the information regarding my personal data that is kept by the Burntisland Community Development Trust by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.  Signature Date |

**REFERENCES**

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| Please supply full details of two referees whom we may approach, one of whom should be your present or most recent employer and the other a previous employer covering a two-year period at least. If you are self-employed or have not been in employment then please give details of two people who have direct knowledge of your skills and abilities and have known you for at least 3 years.  Name Name  Organisation Organisation  Occupation Occupation  Address Address    Postcode Postcode  Telephone No. Telephone No. |

**DECLARATION**

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| I declare that to the best of my knowledge and belief, all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.  I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results and a probationary period. I authorise Burntisland Community Development Trust to verify information contained in this application via telephone, e-mail, or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and/or health information should this be necessary for this post.  Signature Date |