*Instructions: Complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Your form should be completed and submitted either via email or post. If you have any questions about the form, please contact TACT via email at* *info@tact.scot* *or by phone on 01294 443044. The closing date for applications is* ***Noon on Tuesday 15th March 2022****.*

**Section 1: Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Home telephone (incl. area code)** |  |
| **Mobile** |  |
| **Email** |  |

**Section 2: Career History**

*Instructions: Only include details for your current job and the two previous roles. If necessary, summarise earlier roles in section 2.3.*

***2.1 Current Employment***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Notice period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |

***2.2a Previous Employment (one of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |

***2.2b Previous Employment (two of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |

***2.3 Summary of Earlier Roles***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |
| ***5*** |  |  |  |

**Section 3: Education, Professional Qualifications and Training**

***3.1 Secondary School/Adult Education***

|  |  |
| --- | --- |
| **School/Establishment** |  |
| **Location**  |  |
| **Period Attended**  |  |
| **Standard Grades / Nationals/ O-Levels / GCSEs**Only detail the number of passes and the corresponding grades (e.g. Creditx2, General x4) – you do not need to list the subject |  |
| **Highers / A Levels**Detail the subjects passed and the corresponding grades (e.g. Maths - C) |  |
| **Advanced Level / Sixth Year Studies**Detail the subjects passed and the corresponding grades  |  |

***3.2 Further Education***

*Instructions – detail further educational qualifications e.g. doctorates, degrees, diplomas, HNC, SVQ, NVQs etc.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Grade (if applicable)** | **Place of Learning** | **Year Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***3.3 Professional Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Professional Body** | **Year Gained** | **Current Member of Body? (Y/N)** |
|  |  |  |  |
|  |  |  |  |

***3.4 Other Key Learning & Training Events***

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 4: Other Details**

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK** | UK National/EU National/Visa (delete as appropriate) |
| **If applicable, please confirm Visa/Permit Expiry Date**  |  |
| **Have you a current, full (i.e. not provisional) UK driving license?**  | Yes/No (delete as appropriate) |
| **Do you own/have access to an appropriately insured and MOT’d car?** | Yes/No (delete as appropriate) |

**Section 5: Referees**

*Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer. If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.*

***5.1 Referee 1***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** | Y/N (delete as appropriate) |

***5.2 Referee 2***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** | Y/N (delete as appropriate) |

**Section 6: Reasons for Applying – Your Supporting Statement**

*Instructions – The Job Description details the key areas of responsibility, outputs, skills, experience and competencies required for this role. Please ensure that you take time to consider these, understand them and do not make any assumptions. In your supporting statement below, use your own experience to evidence how you meet the requirements of the role and detail why you are the right candidate. Maximum 800 words.*

|  |
| --- |
| **Supporting Statement (Max. 800 words)** |

**Section 7: Declaration**

*Before submitting your application, please read the following:

If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.

'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand too that a standard or enhanced disclosure check may be sought in the event of my application being successful.’*

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 7 above** | *Yes / No*  |
| **Name** |  |
| **Signed** |  |
| **Dated** |  |

**Submitting your Application Form**

*Your form can be submitted electronically via email to* *info@tact.scot* *or posted to The Ayrshire Community Trust, 27 Vernon Street, Saltcoats, KA21 5HE*

 *If you have any questions about the form, please contact Lauren Smith at The Ayrshire Community Trust via email on the above address or by phone on 01294 443044*

*The closing date for all applications is* ***Noon on Tuesday 15th March 2022****.*