**Job Application Form**

**Confidential**

**Vacancy Details**

|  |  |
| --- | --- |
| Post |  |
| Reference Code |  |

## Personal Information

|  |  |
| --- | --- |
| First Names |  |
| Surname |  |
| Previous Names |  |
| Address |  |
| Postcode |  |
| How long have you lived there? |  |
| Previous Address if lived at current address less than 12 months |  |
| e-mail |  |
| Contact phone number |  |
| NI Number |  |
| Driving Licence |  |
| Worked or Volunteered for us before? |  |
| Are you related to anyone within Active Communities? |  |
| How did you learn about the post? |  |
| PVG Member and for what group? |  |
| PVG Membership Number |  |

**Employment and Volunteering History**

We require your full employment history and account for any gaps of employment and voluntary or unpaid work.

Please start with the most recent and give exact dates where possible and use an additional sheet if necessary.

**Current/Most Recent**

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Notice Period |  |
| Reason for leaving |  |
| Start Date |  |
| End Date |  |

**Previous**

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Notice Period |  |
| Reason for leaving |  |
| Start Date |  |
| End Date |  |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Notice Period |  |
| Reason for leaving |  |
| Start Date |  |
| End Date |  |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Notice Period |  |
| Reason for leaving |  |
| Start Date |  |
| End Date |  |

**Education (in chronological order)**

**Secondary Education** - Examinations Passed

### Further/Higher Education

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

### Other relevant courses/training undertaken

**Membership of Professional Bodies**

|  |  |
| --- | --- |
| Institute |  |
| Membership class |  |
| Membership number |  |
| Date achieved |  |
| Date for renewal |  |

**Public Duties**

Please give details of any public service duties you are required to perform (e.g. JP, member of local authority, Quangos, board memberships, etc.)

**Supporting Statement**

Please state below your reason for applying for this post and the qualities and experience you consider make you a suitable applicant.

**Please ensure your statement demonstrates how your skills and experience match the criteria laid out in the person specification**.

**Referees**

One Referee should be your present, or most recent employer. We would prefer two business referees but will accept one personal referee if necessary. Referees should not be related to you.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Email Address |  |  |
| Telephone |  |  |
| Relationship with referee |  |  |
| Can we approach before Interview | Yes/No | Yes/No |

**Declaration**

I understand that if I have deliberately used misleading information to obtain employment with Active Communities I may be instantly dismissed at a later date. The information contained in this application, to the best of my knowledge, is correct.

(For online applications, you will be asked to sign this form if selected for interview)

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

Please return your completed application to

colette@activecommunities.co.uk

Active Communities (Scotland) Ltd. 16 Quarry Street, Johnstone PA5 8DX.

Tel: 0141 258 9923 | Email: [info@activecommunities.co.uk](mailto:info@activecommunities.co.uk) | [www.activecommunities.co.uk](https://www.activecommunities.co.uk/) |   
Company number: SC370513. Charity number: SC041275.