**Application form**

Please do not attach a CV with your application. Please also complete ALL parts of this form.

|  |
| --- |
| **Position Applied for:** |

|  |
| --- |
| **1 Personal Details** |

|  |  |
| --- | --- |
| First name: | Surname: |
| Home Address | Contact tel. number |
| Email : |

|  |
| --- |
| **2 Referees** |

|  |  |
| --- | --- |
| **Current or most recent employer**  Full name: | **Second referee**  Full name: |
| Position: | Position: |
| Organisation & contact address: | Organisation (if relevant) & contact address: |
| Email and contact no (s):  Tel. | Email and contact no (s):  Tel. |

|  |
| --- |
| **3 Declaration** |
| **Please sign this declaration after you have completed all parts of the form.**  I declare that to the best of my knowledge and belief all the information I have provided in this application form is complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.  I consent to the above data being held and processed for the sole purpose of recruitment and selection within Multi-Cultural Family Base being retained for a period of 6 months should my application be unsuccessful. I also consent to references being taken from the referees detailed in section 2 above, in the event of me being offered the position applied for at Multi-Cultural Family Base. All data provided is treated in confidence and processed in accordance with the General Data Protection Regulation (GDPR).  Signed: Dated: |

This page is blank, so the first page can be removed when sifting applications.

|  |  |  |  |
| --- | --- | --- | --- |
| **4 Qualifications** | | | |
| *Please list any qualifications you hold, starting with the most recent:* | | | |
| From-To |  | Educational Institute  (school, college, university) | Qualification (level, subject) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **5 Membership of Professional Organisations & Relevant Training** | | | |
| *Please list any:* | | | |
|  | | | |
|  | | | |
| **6 Present Employer** | | | |
|  | | | |
| Position: |  |  | Date appointed: |
|  |  |  | Notice required: |
| Additional benefits: |  |  | Reason for leaving: |

|  |
| --- |
| Please outline your duties and responsibilities: |

**Employment History**

*Please tell us about your employment history (excluding your present employer as detailed at 6)*

|  |  |  |  |
| --- | --- | --- | --- |
| From/to | Employers name | Post held | Reason for  leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **8 Voluntary work** | | | |

*Please tell us about any relevant voluntary work you have done*

|  |  |  |
| --- | --- | --- |
| From/to | Voluntary work | Reason for  leaving |
|  |  |  |

**9 Supporting Information**

Please tell us about your skills and experience. Please set these out clearly against the essential and desirable criteria in the job description. The limit for this section is 2 pages.

**9 Supporting Information (contd)**

|  |
| --- |
|  |

|  |
| --- |
| **9 Supporting Information (contd)** |

What attracted you to apply for this post?

|  |
| --- |
|  |

Is there anything else you want us to know in support of your application?

|  |
| --- |
|  |

**10. Do you require a work permit or work visa to work in the UK?** Please delete as appropriate.

**Yes/No** If yes, please specify:

**11. Do you consider yourself to have a disability?** Please delete as appropriate.*[We ask for this information so that we can make any reasonable adjustments at the application stage and/or interview].*

**Yes/No** If yes, please specify:

Multi-Cultural Family Base is a Company Limited by Guarantee registered in Scotland No. SC259565

and a registered Scottish Charity, No. SC027644

**www.mcfb.org.uk**