



**HOME-START CLACKMANNANSHIRE**  
**Application Form for p/t Charity Shop Manager (26 hours)**

Please read the Job Description and Person Specification before completing this form, because we can only determine your suitability for the position from the information you give in this application.

The closing date for this post is **Monday 1<sup>st</sup> August at 12noon** – any applications received after this date will not be considered.

Interview Dates: **Face to face interviews will take place on Tuesday 9<sup>th</sup> August.**

Please return your completed application form to our Office Manager, Linda at [lindakerr@hsclacks.co.uk](mailto:lindakerr@hsclacks.co.uk) or sent to Home-Start Clackmannanshire, 92-94 Alloa Business Centre, Whins Road, Alloa, FK10 3SA.

**Personal Details:**

Surname:		
First Names:		
Address & Postcode:		
Home Tel. No:		Work Tel. No:
Mobile No:		email address:
Do you have a current driving licence?	Yes	No
Do you have access to a car?	Yes	No

## Education, Job Related Qualifications and Specialised Training

Secondary, Further and Higher Education - most recent first

Subjects	Qualification gained e.g. Standard Grade, Higher, SVQ (or equivalent), Degree	Grade

## Job Related Qualifications

Course title and qualification achieved	Grade

## Specialised Training

Course title and qualification achieved	Grade

**Present or most recent job:**

Job Title:	Employer's Name and Address
Date Started:	
Date Finished:	
Notice Required:	
Purpose of Job and Main Tasks:	
Reason for Leaving:	

**Previous Employment – most recent first**

Post	Employer	Time in this Role	Reasons for Leaving

Have you been in continuous employment throughout your career? YES/NO

Have there been any gaps (of more than two months) in your employment? YES/NO

If yes, please provide details.

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## Voluntary Work

Please provide details of any voluntary or community work, including work experience you have been involved in and briefly explain what you know about the voluntary sector.

## Relevant Skills, Knowledge and Experience

Please use this section to illustrate your suitability for this post. Please refer to the Job Description and Person Specification before starting this section.

## References

Please give the names and addresses of two referees. **One must be your current or most recent employer. We will only contact your referees if we offer you the position.**

Name:	Name:
Position:	Position:
Address & Postcode:	Address & Postcode:
Phone No: Email:	Phone No: Email:

Any offer of employment will be subject to suitable references. We may want to obtain references from other previous employers.

If offered this position, do you intend to continue working in any other capacity?  If Yes give details:	Yes	No
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## Asylum and Immigration Act 1996

Are you eligible to work in the UK?	Yes	No
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## Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal (including spent) convictions.		
Have you ever been convicted of a criminal offence? If yes, you may be asked to supply details.	Yes	No
This post is subject to Protecting Vulnerable Person Scheme Registration.		

## Declaration

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information, I agree that my application details may be held securely by Home-Start Clackmannanshire.

Signed:.....

Date:.....

## Applicants with a disability – Information

We want to encourage disabled people to apply for positions within our organisation. We will treat all information in confidence.

The Disability Discrimination Act 1995 defines a disabled person as a ‘person with physical or mental impairment which has substantial and long-term effect on day-to-day activities.’

If you consider yourself to be a disabled person and need any special arrangements to get to the interview, please give us details in the space below and send it with your application form. Our premises are on the ground floor with a ramped access. We have a buzzer entry system to our office. Toilets are situated on the ground floor and include a cubicle suitable for wheelchair users.

Name:
The Job you have applied for:
Details of special arrangements you will need: