## **Application for Employment**

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| **Application for Post of: Programme Lead for**  **Community Play and Creative Participation** | |  | **Ref.** |  | | | |
|  | | | | |  |  |  | |
|  | ELPA is accepting applications for the role Programme Lead for Community Play and Creative Participation.  This role is described in the Job Description and Person Specification.  Please send a completed application form. CVs will not be accepted.     * **Deadline – 9am Friday 26h August 2022** * Interviews will take place in person at the Fraser centre, Tranent on Monday 5th September 2022. * If you know you definitely cannot make the 5th, and require an alternative date or online interview, please let give details here: * Your completed application form should be emailed to [audrey@elpa.org.uk](mailto:audrey@elpa.org.uk) for the attention of Audrey Forrest.   **DATA PROTECTION - What we do with your information**   * Your personal information will be held safely and securely by East Lothian Play Association for the purpose of recruitment. * We will not share your information with third parties unless it is to comply with any legal obligation, and we will not sell or rent your information to third parties.   Following the recruitment process, if unsuccessful, your details will be permanently deleted from our database and your documents shredded. | | | | | | |

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| --- | --- | --- | --- | --- | --- |
|  |  |  | | |  |
| 1. **Please give your reasons for applying for this post.** Describe why you would be well suited to it and an outline of relevant experience that you bring. | | |  |
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| --- |
| 1. **Explain here how you meet the criteria for the role.** The tasks required to be undertaken by the post holder and the essential skills, experience and knowledge, are detailed in the job description and person specification.   **Note: You will have most chance of success, if your application clearly demonstrates how you meet the criteria.** |

1. **Education & Training**

Please give details of your educational qualifications and experience

|  |  |  |
| --- | --- | --- |
| School / College / University/ Organisation | Start and completion dates | Qualifications/ Courses/ Subjects  (Provide grades where applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

**Add additional lines if required**

1. **Current Employment** *(Please include paid and unpaid work)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Job title and brief description of responsibilities | From | To |
|  |  |  |  |
| Reason for leaving:  How many hours per week are you currently employed? | | | |

1. **Previous Employment – please also include voluntary work experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Job title and brief description of responsibilities | From | To |
|  |  |  |  |
| Reason for leaving: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Job title and brief description of responsibilities | From | To |
|  |  |  |  |
| Reason for leaving: | | | |

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| --- | --- | --- | --- |
| Name and address | Job title and brief description of responsibilities | From | To |
|  |  |  |  |
| Reason for leaving: | | | |

**Add more previous employment if required.**

**If appointed, when could you start this job?**

1. **Additional Information**
2. Do you have a full and current driving license? Yes / No (please delete as appropriate)

If yes, do you have access to a car? Yes / No (please delete as appropriate)

1. Where did you hear about this vacancy?
2. **Continuation**

**Continuation of any section you wish** (please indicate what section this relates to alongside your answers)**:**

***This page will not be seen by the selection panel until interview.* Ref.**

**Application for the Post of: Programme Lead Community Play and Creative Participation**

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Surname: |  |  | Forenames: |  |  |
|  |  |  |  |  |  |
| Address: |  |  | | |  |
|  |  |  |  |  |  |
| Telephone No: Mobile |  |  | Home |  |  |
|  |  |  |  |  |  |
| Email Address: |  |  | | |  |
|  |  |  | |  |  |

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

Signature

(Electronic signature is acceptable) Date

**Please complete the Declaration of Criminal Convictions and provide at least 2 referees in the following sections.**

**Declaration of Criminal Convictions**

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Applicants for this post are advised that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Schedule I, Part II, Paragraph 12, requires disclosure of spent convictions.

Without prejudice, have you ever been convicted of a criminal offence?

YES / NO (Please delete as appropriate)

If your answer is YES, please provide details of date(s) of offences, court, nature of offence(s) and the sentence(s) passed.

Date:

Court:

Offence:

Disposal:

I certify that the foregoing is true in all respects to the best of my knowledge and belief

Signature: Date:

**References**

Please give the names and addresses of two referees, who should not be related to you. Unless there is good reason, we would prefer one of these to be your most recent employer or supervisor *(where applicable)*. References for final short-listed candidates will be taken up. If you do not wish us to take up a reference from your current employer at this stage, please say so. It would be helpful to us if you could give an additional referee who can be contacted prior to interview. Any offer of appointment will be made subject to the employer reference being satisfactory.

**Referee 1** (*Current or* ***most recent*** *employer/supervisor)*

Name:

Position:

Company:

Address:

Telephone Number:

Email address:

**Referee 2**

Name:

Position:

Company:

Address:

Telephone Number:

Email address:

Please state in what capacity the referee is known to you:

**Referee 3** (*Alternative referee if employer is not to be contacted before offer)*

Name:

Position:

Company:

Address:

Telephone Number:

Email address:

Please state in what capacity the referee is known to you:

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Please send completed forms to [audrey@elpa.org.uk](mailto:audrey@elpa.org.uk) with the post applied for noted in the email subject line.