

**The Auchindrain Trust**

# GUIDANCE FOR APPLICANTS

## **Completing and submitting your application form**

* Please complete the form on-screen, not in handwriting.
* Please submit only the form – do not submit a CV.
* Please read the Job Description carefully and think how your own qualifications and/or experiences match what we are looking for – you may increase your chances of being invited for interview if the Selection Panel can see clearly from your form how you are a ‘good fit’ for the job.
* Please give full answers to all the questions asked or information requested on the application form. If you feel that something does not apply to you, please enter “Not Applicable” in the appropriate space – if you leave a space blank we may assume that you have accidentally missed out an answer.

## The “Declaration” can be signed by inserting a .jpg or .png image of your signature.

## Send your completed application form to: recruitment@auchindrain.org.uk.

## **Being invited for interview**

* If you are to be invited for interview we will contact you by email within two weeks of the closing date, so please ensure you check regularly for our response.
* Because of the logistics of bringing together the Selection Panel for an interview date, if you are invited to interview and the date does not suit you we cannot guarantee to be able to offer you an alternative and your application may then be set aside: you should make every effort to attend the time and date we offer.
* Interviews will be held at Auchindrain – this allows you to get a ‘feel’ for the site. Remember to wear or bring suitable footwear and clothing for walking round the township.
* If you are invited for interview you will be asked to bring:
  + Proof of eligibility to work in the UK.
  + Proof of any professional qualifications you have stated on your application form.
* If you cannot provide us with these then we may not be able to offer you a job if you are successful at interview.
* If you are invited for interview, the Selection Panel will expect you to be able to elaborate on the information you have provided on the application form, demonstrate (by giving examples) how your experience and qualifications match the Job Description, and demonstrate that you know about – and empathise with - the aims and objectives of the Trust.
* If you are invited to interview you should follow closely the instructions you will be given as some interviews usually involve tours of sites/offices and may also involve practical exercises, presentations etc.

## **Our decision making**

The Selection Panel’s decision to accept or reject your application, to invite you or not invite you to interview, and subsequently to offer or not offer you employment is final and by submitting your application you are thereby accepting the Panel’s decision. The provision of feedback about your application or interview is entirely at the discretion of the Panel.

#### Equal Opportunities Statement

The Trust is committed to equality of opportunity and as such it is the policy of the Trust that all employees and potential employees should be treated equally in relation to employment opportunities, training, compensation, promotion and all other such conditions regardless of sex, marital status, racial group, religion, national origin, age or disability. The Trust will implement the policy ensuring that:

* + - Equality of opportunity is considered an integral part of good recruitment practice and that all recruiters understand the possible areas where discrimination may occur in the recruitment process.
    - Individuals are considered for employment, training, promotion and on the basis of their relevant skills, aptitudes, abilities and qualifications.
    - Employment practices and procedures are developed and maintained which ensure equitable treatment for all.
    - All employees are encouraged to develop their potential and to use their skills and abilities to their fullest extent.
  + The Trust meets all its legal obligations as laid down in the legislation dealing with equal opportunities.

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| --- | --- |
|  | APPLICATION FORM |

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| --- | --- |
| Post applied for: | Conservation & Maintenance Supervisor |

# PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s): |  | Surname: |  |
| Contact address:  (including postcode) |  | | |
| Tel (landline): |  | Tel (mobile): |  |
| Email: |  | | |

# ELIGIBILITY TO WORK and PROOF OF QUALIFICATIONS/MEMBERSHIPS

If you are invited to interview you will be asked to bring certain proof with you. Please tick (🗹) to confirm that you can provide:

# 🞏 photographic proof of your identity 🞏 proof of your eligibility to work in the UK 🞏 proof of qualifications

# REFERENCES

Provide the names and contact details of two referees – one of these must be your current (or most recent) employer.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **How does s/he know you?** |  |  |
| **Address (including post-code)** |  |  |
| **Mobile** |  |  |
| **Email** |  |  |

# APPLICANT DECLARATION

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| --- |
| The Auchindrain Trust respects your privacy and will not disclose your personal data to any third party without your consent.  By signing below:   1. I consent to The Auchindrain Trust processing any personal data (including sensitive personal data) that may be collected from me for the purpose of my recruitment. 2. I consent to The Auchindrain Trust pursuing references at the agreed timing, medical report, criminal records check (where this is relevant to the post(s) applied for), seeking proof of my eligibility to work within the UK, seeking proof of the educational/training qualifications, seeking proof of membership of professional bodies/societies/organisations that I cite in this application before confirming any offer of employment, and that any offer of employment may be withdrawn if these are not found to be satisfactory to the Trust. 3. I declare that the information on all parts of this Application Form is correct to the best of my knowledge, and understand that the Auchindrain Trust may withdraw any offer of employment, or any subsequent employment if this information is found to be incorrect or deliberately misleading in any way.  Signed:­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CURRENT (or most recent) EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position or Job Title: | | | From (mm/yy): | (To (mm/yy): |
| Name & Address of Employer: | |  | | |
| Please provide a summary of your Job’s purpose: | | | | |
| Who else is in your immediate team and how does your role relate to them? | | | | |
| Who do you provide service/support to in your role (internal and external)? | | | | |
| Why do you wish to leave (or did you leave) this position? | | | | |
| Notice period required: |  | | | |

OTHER EMPLOYMENT HISTORY

Please list these in reverse order (i.e. most recent first). We may seek to verify these details direct with these employer(s) without further recourse to you. Please account for all your employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from | **Date to** | **Job Title** | **Employer Name & Address** | **Reason for Leaving** |
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Please list any other activities other than employment that account for any gaps in your employment history (e.g. attending college/university, ‘gap year’, family reasons). We may seek verification of these details.

|  |  |  |
| --- | --- | --- |
| Date from | Date to | **Activity or Reason** |
|  |  |  |
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**Qualifications (include technical/vocational/professional membership certificates)**

Please list *only* your qualification/training certificates that are relevant to the job for which you are applying.

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| --- | --- | --- |
| **Vocational/Professional Qualification gained** | **Training provider or awarding/examining body** | Date awarded |
|  |  |  |
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| --- |
| If you do not possess qualifications relevant to this post, briefly explain how your knowledge or experience is equivalent: |

A current valid driving license is required for this post, please indicate

|  |  |  |
| --- | --- | --- |
| Do you hold a valid driving license for driving within the UK? | 🞏 Yes | 🞏 No |
| Do you currently own your own vehicle? | 🞏 Yes | 🞏 No |

This post requires you to have at least basic IT skills. Please indicate your experience:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Regular user? | | Self-assessment of level of competency: | | | Have you had training? | |
|  | Yes | No | Beginner | Intermediate | Advanced | Yes | No |
| Email | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Electronic diary | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Internet | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Word-processing | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Spreadsheets | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Presentations | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Data-bases | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |

**DETAILED EXPERIENCE**

Please answer the following questions in the given order. If you are completing this application electronically we would appreciate you typing each answer underneath each question. If you are completing this application by hand, please ensure you number each answer so we can track it against the question. Please make sure that your first initial and surname (e.g. “B BLOGGS”) appears in the top right hand corner of any additional sheets you use when answering these questions.

1. **Please describe your skills and practical experience as they relate to this role. (500 words maximum)**
2. **Please outline your specific reasons for applying for the post. (500 words maximum)**