

**JOB APPLICATION FORM**

**SECTION A**

**This section (the first 2 pages) is detached from your application before shortlisting**

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Click or tap here to enter text. | Name(s) | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | | |
| Phone Number | Click or tap here to enter text. | | |
| Email address | Click or tap here to enter text. | | |

I declare that the information given in this form application is true and I understand that false or misleading information will lead to my exclusion from the selection process and may lead to dismissal in the event of appointment. I understand that the post for which I am applying is subject to satisfactory Disclosure checks.

Signed: Date: Click or tap to enter a date.

**Data Protection:** The information or data which you have supplied on this form will be processed and recorded, and will also be held on your personal records if appointed. The data may be processed by Cyrenians for the purposes of equality monitoring, compiling statistics, and for keeping of other employment records. By completing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

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| --- | --- | --- |
| **Where did you learn of this vacancy?** | Choose an item. | |
|  | Other source (please specify): |  |

**Equal Opportunities Monitoring Form**

Cyrenians intends to ensure equality of opportunity. We welcome applications from all sectors of the community and regularly view our recruitment procedures to ensure our equal opportunities policy is being properly implemented.

*If you choose not to complete this section, your application will* ***not*** *be affected*.

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| **Post applied for:** | **Falkirk Outreach Services Manager** |

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| **I define my gender as:** | Choose an item. | |
| If you describe your gender in another way please provide this here: |  | |
| **Do you consider yourself to have a disability?** | Choose an item. | |
| **Ethnic group** I identify as: | | |
| **White** | Choose an item. | |
|  | Other white ethnic group, please specify: |  |
| **Mixed** | Any mixed or multiple ethnic groups, please specify: |  |
| **Asian** | Choose an item. | |
|  | Other, please specify: |  |
| **African** | Choose an item. | |
|  | Other, please specify: |  |
| **Caribbean or Black** | Choose an item. | |
|  | Other, please specify: |  |
| **Other ethnic group** | Choose an item. | |
|  | Other, please specify: |  |
| **Your age** | Choose an item. | |
| To ensure compliance with the Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Religion and Belief) Regulations 2003 we ask the following questions, however your response to these questions is optional. | | |
| **Self Identified Sexual Orientation** | | |
| **Which of the following options best describes how you think of yourself?** | Choose an item. | |
|  | If other please state: |  |
| **Faith /Belief** | | |
| Do you have a particular faith or belief system? | If so please specify: |  |

**SECTION B**

|  |  |
| --- | --- |
| Application ref:  (for office use only) |  |
| Job you are applying for: | **Falkirk Outreach Services Manager** |

Having read the job description, please answer the following questions, telling us why you are a good fit for the post. A typed or neat-hand written application is acceptable. Do not include a CV or other papers.

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Employer  (or most recent) | Click or tap here to enter text. | | | |
| Role / Job Title | Click or tap here to enter text. | | | |
| Dates employed | From | Click or tap to enter a date. | To (leave blank if current employer) | Click or tap to enter a date. |
| Key responsibilities (particularly those relevant to the post for which you are applying) | Click or tap here to enter text. | | | |
| Salary | Click or tap here to enter text. | | | |
| Reason for leaving  (if applicable) | Click or tap here to enter text. | | | |

List your previous jobs, with a brief description of the work and your specific role and responsibilities. Please add more sections if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | Click or tap here to enter text. | | | |
| Role / Job Title | Click or tap here to enter text. | | | |
| Dates employed | From | Click or tap to enter a date. | To | Click or tap to enter a date. |
| Relevant responsibilities | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | Click or tap here to enter text. | | | |
| Role / Job Title | Click or tap here to enter text. | | | |
| Dates employed | From | Click or tap to enter a date. | To | Click or tap to enter a date. |
| Relevant responsibilities | Click or tap here to enter text. | | | |
| Reason for leaving | Click or tap here to enter text. | | | |

**Volunteering experience**

Please add any relevant volunteering experience you have:

|  |
| --- |
| Click or tap here to enter text. |

**Your Education, Training and Qualifications**

List all educational, vocational & professional qualifications achieved:

|  |  |
| --- | --- |
| Course / qualification | Level achieved |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. |

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| Please list any professional registrations and renewal dates(e.g. SSSC, nursing and midwifery council) |
| Click or tap here to enter text. |

**Values**

Cyrenians values are very important to us. Our core values are:

* respect,
* compassion
* integrity
* innovation

|  |
| --- |
| Please outline here how you think your own personal values align ours. |
| Click or tap here to enter text. |

**Supporting Statement**

|  |
| --- |
| Please explain why you are a suitable candidate for this post and why you want to work for Cyrenians.  Please use the person specification in the job description as a framework to demonstrate your related skills and experience.  If you don’t have relevant specific evidence, please explain why you think you are the right person for the post.  Please limit your reply to no more than 500 words. |
| Click or tap here to enter text. |

**References**

Please give the names of two referees you have worked closely with recently, **one of whom should be your present or most recent employer**. Please advise your referees that we will be contacting them as part of our decision-making process. No offer of employment will be made without references.

|  |  |
| --- | --- |
| **Employment Referee** (this should be your current or most recent employer) | |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Organisation and Address | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| How long have you known this referee? | Click or tap here to enter text. |
| In what capacity? | Click or tap here to enter text. |
| Can we contact them prior to interview? | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Second Referee** | |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Organisation and Address | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| How long have you known this referee? | Click or tap here to enter text. |
| In what capacity? | Click or tap here to enter text. |
| Can we contact them prior to interview? | Click or tap here to enter text. |

Please return your form to [recruitment@cyrenians.scot](mailto:recruitment@cyrenians.scot).

If you have any problems with completing this form, or any queries we may help with, please let us know.