**Office Use - Reference No:**



**Volunteer Adviser**

20 hrs/week

Salary scale SJC points 15-19
starting at point 15: £12,842 gross p.a. pro rata

#### Closing Date for Applications: 9am on Friday 17th March

|  |  |
| --- | --- |
| Full Name |  |
| Home Address |  |
|  |  |
| Post Code |  |
| Home phone |  |
| Mobile phone |  |
| E-mail |  |
| Where did you see this post advertised? |  |

Please note that in accord with equal opportunities practice the next three pages will be detached so that the shortlisting process is anonymised.

CVs will not be considered and if submitted will be disregarded.

|  |
| --- |
| **References:** Please give names and addresses of two referees, one of whom should be your present or most recent employer. References will only be taken up for the successful applicant. |
| **Name**: |  | **Name**: |  |
| **Address**: |  | **Address**: |  |
|  |  |
|  |  |
| **Email**: |  | **Email**: |  |
| **Tel:** |  | **Tel:** |  |
| **Relationship to Applicant:** |  | **Relationship to Applicant:** |  |
| **Rehabilitation of Offenders Act 1974 (ROA)**Under the provisions of the Act **all applicants** are required to fill in the criminal record self declaration form enclosed with the application pack, which should then be put in a separate envelope marked “Confidential”, sealed and returned with the application form.The Volunteer Centre believes that it is good management practice to accept that the best person for the job may have an unspent criminal record and, in such circumstances, relevance of the conviction will be considered. Any evidence or declaration of spent criminal convictions will be ignored in order to comply with legislation. |
| Data ProtectionWe take your privacy seriously and will only use your personal information to process your application for employment. Your personal information will only be seen by the people who have to be involved in the recruitment process. If you are recruited to this role we’ll share this information with our HR and finance staff and our payroll provider. If you are not successful we may hold your information for up to six months. For more information on how we use your data and keep it safe see www.volunteeredinburgh.org.uk/privacy-notice/. If you would like a printed copy of our full privacy notice please ask a member of staff.I hereby apply for the post of Volunteer Adviser***I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, dismiss without notice.*****Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Return the completed application form to** finance@volunteeredinburgh.org.uk
or by post to Recruitment, Volunteer Edinburgh, 222 Leith Walk, Edinburgh, EH6 5EQ
We’re unable to accept CVs as part of the recruitment process. Please include all relevant information within this application form.

Volunteer Centre Edinburgh is a company registered in Scotland and limited by Guarantee No. SC202631. Scottish Charity SC029681. CEO: Paul Wilson.

### CONFIDENTIAL

#### EQUAL OPPORTUNITIES MONITORING FORM

Volunteer Centre Edinburgh aims to be an equal opportunities employer. To help us monitor the effectiveness of our Equal Opportunities and Recruitment Policies we would like you to fill in this form. If you choose to complete it, any information given is treated in the strictest confidence and detached from your application as soon as it is received. It will not affect the selection procedure in any way.

*Please tick the appropriate boxes.*

Which of the following groups do you consider you belong to?

Categories as recommended by the Commission for Racial Equality

**White**

Scottish ⬜ Other British ⬜ Irish ⬜

Any other white background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

Any mixed background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian, Asian Scottish or Asian British**

Indian ⬜ Pakistani ⬜ Bangladeshi ⬜ Chinese ⬜

Any other Asian background, please write in  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Black, Black Scottish or Black British**

Caribbean ⬜ African ⬜

Any other Black background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic background**

Any other background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a disability? YES ⬜ NO ⬜

Are you registered disabled?YES ⬜ NO ⬜

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relevant education, professional or vocational training etc.**

(Please give details of qualifications and training obtained by you that are relevant to this post.)

###### Current/most recent Employment

|  |  |
| --- | --- |
| Present / most recent employer |  |
| Address |  |
|  |  |
| Job Title |  |
| Date of taking up post |  |
| Date of leaving post (if relevant) |  |
| Salary |  |

 Brief description of your responsibilities:

**How well do you meet our Person Specification?**

Guidelines: This is the most important section and will give us specific information in support of your application. You must be able to demonstrate that you can satisfy each and every aspect of the Person Specification. You **must** number your answers in relation to each point in the Person Specification. It will not be sufficient to duplicate what the Person Specification states. For example, if the Person Specification asks for "ability to" or "commitment to" you will be required to demonstrate positively your ability, commitment, etc. by referencing examples from your academic, professional, voluntary or personal experience.

**How well do you meet our Person Specification? Continued…….**

**Previous employment or experience relevant to this post which would support your application**

This may include previous employment, volunteering, membership of professional bodies, life experience or special interests relevant to this post.

**Unique Reference No:**