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| **THE MIRACLE FOUNDATION SCIO**  **JOB APPLICATION FORM** |

All applicants applying to work or volunteer in a regulated work position are required to complete an application form.

**PLEASE SPECIFY WHAT ROLE YOU ARE APPLYING FOR:**

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| Job role: |
| Reference: |

**SECTION A: Your personal details**

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| Title: | |
| First Name: | |
| Surname or Last Name: | |
| Any previous names by which you have been known: | |
| Address:  Postcode: |  |
| How long have you lived at the above address? | |
| If less than 12 months, please give your previous address (including postcode):  How long did you live there? | |

**SECTION B: Your present or most recent employment/voluntary work (If necessary, use a**

**separate sheet)**

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| Name of organisation: |
| Address of Organisation: |
| Summary of role and responsibilities: |
| Please give reason for leaving: |

**SECTION C: Please give details of any previous experience you may have of looking after and/or working with Children and Young People.**

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**SECTION D: Please give details of any relevant qualifications, training and/or personal qualities which you feel equip you to work in this job role. If necessary, please continue on a separate sheet.**

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**SECTION E: References – Please give the name and contact details of two suitable referees. At least one should have knowledge of any previous work in relation to grant or fundraising work or activities.**

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| --- | --- |
| Name: | Name: |
| Organisation (where applicable): | Organisation (where applicable): |
| Address (including postcode): | Address (including postcode): |
| Telephone No: | Telephone No: |
| In what capacity do you know this person (friend, colleague, etc)? | In what capacity do you know this person (friend, colleague, etc)? |

**SECTION F: Vetting Procedures**

This post will require completion of an appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.

(ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

**Please tick**

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| **SECTION G: Declaration**  I confirm that the information I have given in this form is accurate and truthful.    **Signed ……………………………………………………………. Date …………………………** |

**Thank you for completing this application form. Please return the form accompanied with a CV to Lauren Nelson via email at laurennelson@themiraclefoundation.org.uk or alternatively post/hand in the documents to the address below:**

**28 Muir Street**

**Motherwell**

**ML1 1BN**

**The information you give us in this form will be treated in the strictest confidence.**