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Candidate No:

Position Applied For:

## Important Information

**We do NOT accept CVs**. **We do NOT accept scanned applications.** Sections A – C and G (first, second and last pages) will be detached from the rest of the application and that information will not be available to the shortlisting panel. If you are completing a hard copy application form, please complete it in black ink using BLOCK CAPITALS.

Please note that the boxes on this form will expand as you type; if you are completing a hard copy application, please continue on a separate sheet of paper. If you have any difficulties with this application form, or would like to request any other format, please contact CVS Falkirk by email: **recruitment@cvsfalkirk.org.uk**

## Returning Your Application

Emailed applications should be sent to: **recruitment@cvsfalkirk.org.uk**

# Section A: Contact Details

|  |
| --- |
| **First Name**:  |
| **Surname**:  |
| **Address**: |
| **Home Phone Number**:  |
| **Mobile Number**:  |
| **Email Address**:  |

# Section B: Health and Equalities

CVS Falkirk is committed to creating a diverse and inclusive environment. We welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If there are any reasonable adjustments you require to the recruitment process, to support your application for the job or attend for interview, please describe them below:

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Please describe below any reasonable adjustments to the job itself which would enable you to carry out the role’s duties, if you are successful:

Candidate No:

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# Section C: General Information

## DRIVING

Do you hold a full UK driver’s licence? *Please mark the relevant box below with “x”.*

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|  |

 YES

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 NO

Do you have access to a car? *Please mark the relevant box below with “x”.*

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 YES

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 NO

## DATA PROTECTION AND STORAGE OF SENSITIVE INFORMATION

This section refers to the Data Protection Act (1998), the General Data Protection Regulation (GDPR) (2018), and any subsequent or relevant legislation.

The personal information on this form will be processed for the purpose of assessing your application. It will be treated in confidence and will not be disclosed to any third parties, except where permitted by law, or where consent has been given. CVS Falkirk & District is the Data Controller of this information, which will be stored in line with our Privacy Notice. The information gathered on the form will be retained for **one year**, unless you instruct us otherwise.

Due to the data protection legislation listed above, you are able to access your personal data kept by CVS Falkirk at any time, by providing a written request, and also can also request the correction, addition, or elimination of any data through this written request.

**Please read and sign the section below:** “In applying for this post, I consent to CVS Falkirk & District holding and processing data about me which is relevant to the recruitment process. This includes special categories of information and sensitive data, which will be used for monitoring purposes.”

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| --- | --- |
| Signature:  | Date:  |

# Section D: Education and Training

Candidate No:

**School:** Please list grades achieved at school or in further education.

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| --- | --- | --- | --- |
| **Date** | **Subject** | **Qualification or Level** | **Grade** |
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**Higher Education:** Please provide details of any higher education undertaken.

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| --- | --- | --- | --- |
| **Date** | **University, College or Other Body** | **Degree or Qualification Subject** | **Grade** |
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**Professional Qualifications:** Please provide details of any professional qualifications held, which are not listed above.

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| --- | --- | --- | --- |
| **Date** | **Subject** | **Degree or Qualification** | **Grade** |
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**Additional Training:** Please provide details of additional training undertaken, relevant to this application.

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| **Date** | **Name of Training or Course** | **Training Provider** | **Grade** |
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# Section E: Employment Record

Candidate No:

## CURRENT OR MOST RECENT EMPLOYMENT

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| **Name and Address of Employer**:**Postcode:**  |
| **Nature of Organisation:** |
| **Job Title:** |
| **Date Appointed (month and year):**  | **Date Ended (if applicable):** |
| **Notice Period Required:**  |
| **Reason for Leaving:**  |
| **Please give a brief outline of your duties and responsibilities:** |

## EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, Address and Nature of Employer** | **Dates** **(month and year)** | **Job Title and brief outline of main duties** | **Reason for leaving** |
| (from) | (to) |
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Candidate No:

## EMPLOYMENT HISTORY (continued)

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| --- | --- | --- | --- |
| **Name, Address and Nature of Employer** | **Dates** **(month and year)** | **Job Title and brief outline of main duties** | **Reason for leaving** |
| (from) | (to) |
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## VOLUNTEERING HISTORY

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| --- | --- | --- | --- |
| **Name, Address and Nature of Organisation** | **Dates** **(month and year)** | **Role and brief outline of main duties** | **Reason for leaving (if applicable)** |
| (from) | (to) |
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# Section F: Supporting Statement

Candidate No:

Please note that this box will expand as you type; if you are completing a hard copy application, please continue on a separate sheet of paper.

Using the person specification and job description for reference, please tell us about your qualities, skills, experience and achievements that you believe make you the right person for this post. Please make sure you give relevant examples to illustrate how you will meet the essential and desirable requirements.

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# Section G: References and Declaration

Candidate No:

## REFERENCES

Please supply full contact details for 2 referees who we can approach, one of whom should be your present or most recent employer, and the other a previous employer. If you are self-employed or unemployed, please give details of 2 people who have direct knowledge of your skills and abilities.

|  |  |
| --- | --- |
| **Name:**  | **Name:**  |
| **Organisation:**  | **Organisation:**  |
| **Address (incl postcode):**  | **Address (incl postcode):**  |
| **Phone Number:**  | **Phone Number:**  |
| **Email Address:**  | **Email Address:**  |
| **Relationship:**  | **Relationship:**  |
| **Can we contact them before interview?***Please* *mark the relevant box below with “x”.* | **Can we contact them before interview?***Please* *mark the relevant box below with “x”.* |
| Yes:  | No:  | Yes:  | No: |

## DECLARATION

“I declare that the information on this form is correct and complete, to the best of my knowledge and belief. I understand that any false or misleading statement or any significant omission could result in termination of employment, should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise CVS Falkirk & District to verify information contained in this application. I understand that third parties may be consulted to verify qualifications, criminal convictions and health information should this be necessary for this post.”

|  |  |
| --- | --- |
| Signature:  | Date:  |

# FOR OFFICE ADMINISTRATION USE ONLY

|  |  |  |
| --- | --- | --- |
| Candidate Number:  | Invite for Interview:  | Yes |
| No |
| Interview Date:  | Appoint? | Yes |
| No |

## NOTES