| **Position: Toryglen Community Gardens Coordinator** | |
| --- | --- |
| **Full name:** | |
| **Home address:** | |
| **Telephone number(s) where we can contact you:** | |
| **Email address:** | |
| **Have you any** **unspent criminal convictions?** *If yes, please give details below. This will not affect your application where not relevant to the job.* | |
| **References** *Please give details of two referees who are willing to support your application. One of these should be your most recent employer.* | |
| Full name:  Address:  Postcode:  Telephone:  May the above person be approached before any interview?  How is this person known to you? | Full name:  Address:  Postcode:  Telephone:  May the above person be approached before any interview?  How is this person known to you? |
| **Declaration** *I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information is correct.*  **Signed Date** | |
| **Office use only TGC Ref:**    **This cover sheet will be detached from your application prior to assessment** | |

| **1. Education and training** *Please give details of any relevant qualifications or training, including any part-time courses. Continue on a separate sheet if necessary.* | | |
| --- | --- | --- |
| **School/College/Awarding body** | **Qualification** | **Date** |
|  |  |  |
|  | **UR Ref (for office use only):** |  |

| **2. Present & previous employment/voluntary work over the past ten years** *Relevant employment previous to this may be detailed on a separate sheet.* | | | | |
| --- | --- | --- | --- | --- |
| **Job Title** | **Employer** | **Dates** | **Brief summary of duties** | |
|  |  |  |  | |
| **3. Please give details of your knowledge, skills and experience relevant to this post** *Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the Person Specification. Please give evidence for each point on the Person Specification, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue on a separate sheet if necessary.* | | | | |
|  | | | | |

| **4. Are there areas of responsibility in the job description for which you may require special training or induction?** |
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| **5. Please give details of any work days missed through illness in the past 12 months** |
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| **6. Where did you see this post advertised?** |
|  |
| **Closing date: 5pm on 31 May 2023**  **Interviews: Wednesday 7th/Thursday 8th June**  Please ensure this form is returned by the deadline to: projects@urbanroots.org.uk  contact 0141 613 2763 for any queries  **This form can be made available in other formats on request** |
| The information you give will only be used for recruitment for this role, will be treated confidentially and held securely.  Our full Privacy Policy can be accessed at https://www.urbanroots.org.uk/privacy-notice/ |