



## Application Form Temporary Assistant Co-ordinator

### SECTION A : Your personal details

First Name			
Surname/Last Name			
Any previous names by which you have been known			
Address			
Postcode			
Home Telephone			
Mobile			
Email address			
How would you prefer to be contacted?	Home Phone	Mobile	Email
Do you hold a driving licence?			
Do you have the use of a car?			

### Current Employment

Name & Address of Employer:			
Job Title:			
Start Date:	Current Salary:	Period of Notice:	
Reason for leaving:			
Brief summary of main duties:			

### Employment History

Please give details of all your previous jobs, starting with the most recent. Make sure you explain any gaps in your employment. Continue on a separate sheet if necessary.

Dates		Employer's name & address including postcode	Job Title	Summary of your key duties	Salary	Reason for leaving
From	To					

### Education History

Starting with the most recent, please list your education history including professional qualifications.

Dates		School, College or University	Full or Part-Time	Subjects Taken	Qualifications	Grades Achieved
From	To					

## SECTION B: Your Application

Please give details as to why you consider yourself to be the right candidate for this post.  
Continue a separate sheet if necessary.

Qualification you are currently Studying for		
Qualification:	Level / part / other details:	Date you expect to finish:

[illegible]

## SECTION C: Disclosure Information

All prospective employees are required to apply for a PVG Disclosure for Regulated work with children. This process checks your criminal history to check your suitability to work with vulnerable children. Can Do will support you to complete this application, and your form will be sent to Volunteer Scotland for processing. Applications to join the PVG scheme are free for volunteers.

**Please note:**

**You are unable to start any position with Can Do until your registration for regulated work with children has been completed, and your certificate is returned.**

**All Convictions must be disclosed, and we will seek a Scottish Criminal Records check via Disclosure Scotland on all volunteer application.**

Do you have any criminal convictions to disclose?	Yes	No
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If yes, please give details below

Date of offence	Type of offence	Place it occurred	Name of Court	Penalty Imposed

Do you have any outstanding charges?	Yes	No
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If yes, please give details below

## SECTION E: References

Please give the name and contact details of two suitable referees. At least one should have knowledge of any previous work you may have undertaken with children and / or protected adults.

**Please note: References cannot be accepted from a family member or friend. If you are at school / college one of your referees must be a teacher or a tutor.**

Name	Name
Job Title	Job Title
Address (including postcode):	Address (including postcode):
Telephone	Telephone
Email	Email
In what capacity do you know this person (friend, colleague, etc)?	In what capacity do you know this person (friend, colleague, etc)?

## SECTION F: Declaration

I confirm that all information given on this form is correct and I consent to the two referees' details above being approached to provide character references for me.

Signature	Date
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Thank you for completing this application form, please return it to:

**Can Do, Community Centre**

**8 Law Road, North Berwick EH39 4PN or [angela@can-do.scot](mailto:angela@can-do.scot)**

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