Please complete this form and return it to [info@edinburghgardenpartners.org.uk](mailto:recruitment@edinburghgardenpartners.org.uk) with ‘Application for Volunteering Development Coordinator’ in the subject line.

PERSONAL INFORMATION

Name:

Address:

Postcode:

Telephone:

Email:

If successful, please state when you could start:

Asylum and Immigration Act 1996

This Act makes it an offence to offer work to anyone who is not entitled to live or work in the UK. If invited to interview, you will be asked to provide evidence that you are entitled to live and work in the UK.

I declare that the information given in this application is true and I understand that false or misleading information will lead to my exclusion from the selection process and may lead to dismissal in the event of appointment. I understand that the post for which I am applying is subject to satisfactory Disclosure checks.

Signed: Date:

Data Protection

The information or data which you have supplied on this form will be processed and held on computer, and will also be held on your personal records if appointed. The data may be processed by EGP for the purposes of equality monitoring, compiling statistics, and for keeping other employment records. By completing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

This and the following pages are used by the panel for shortlisting.

PERSONAL STATEMENT

Please use this section to tell us why you are interested in the role of Volunteering Development Coordinator for Edinburgh Garden Partners, how your skills and experience make you suitable for the role, and how you meet the criteria in the person specification. *(800 words maximum)*

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CURRENT WORK

Please use this section to tell us about your present or most recent employment or freelance contract, including the name and address of the organisation, the role title, a brief description of your duties, and the dates of starting and leaving.

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VOLUNTARY WORK

Please use this section to tell us about any voluntary work undertaken, including dates and duration:

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PREVIOUS EMPLOYMENT

Please use this section to tell us about your previous employment.

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EDUCATION & QUALIFICATIONS

Please use this section to tell us about your education and any relevant qualifications.

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REFEREES

Please provide the name, address, telephone no. and email address of two referees, who should not be related to you. Ideally at least one should be your present or most recent client or employer. Please also indicate if you do not wish us to approach your referees before an offer of employment.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Email |  |  |
| Telephone |  |  |
| Relation to you |  |  |
| May we approach before offering employment? |  |  |

The closing date for applications to be received is 4:00pm on Monday 22nd January. Interviews will be held on Wednesday 31st January.

DECLARATION

I declare that, to the best of my knowledge, the information given on this application form is true and accurate; I realise that false information or omissions may lead to termination of the contract.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_