**PATH (Scotland)**

**Application Form**

|  |  |
| --- | --- |
| **Post** | **Manager** |
|  |  |
| **Closing Date** | **Monday 28th October 2024 at 5pm** |

**Please note**: Sections 1 & 2 will be removed from the application prior to short-listing applicants for interview.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 Personal Details | | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Full Name** |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Address |  | | | | | | | | | | |
|  |
|  | **Postcode** | | | | |  | | | | | |
|  | | | | | | | | | | | |
| **Home Tel** |  | **Email** | |  | | | | | | | |
| **Mobile Tel** |  | **Work Tel** | |  | | | | | | | |
|  | | | | | | | | | | | |
| **2 General** | | | | | | | | | | | |
|  | | | | | | | |  |  |  |  |
| **Can we ring you at work?** | | | | | | | | **YES** |  | NO |  |
|  | | | | | |  | |  | |  |  |
| **Are there any arrangements or adjustments that we should make for you if you are called for interview? Please give details below.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | |  |  |  | |  | | | | |
| **When would you be able to take up a new appointment?** | | | | | | |  | | | | |
|  | | | | | | |  | | | | |
| **Please give details of any criminal convictions that are not "spent" as defined by the Rehabilitation of Offenders Act 1974.** | | | | | | | | | | | |
|  | | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| **2 General - *continued*** | | | | |
| **Are you related to any of PATH (Scotland)’s trustees, members of staff, consultants or suppliers? If yes, please provide details.** | | | | |
|  | | | | |
|  | | | | |
| **Eligibility to Work** | | | | |
| **Are you a UK EU/EEA Citizen?** | **YES** |  | **NO** |  |
|  |  |  |  |  |
| **If No, are you eligible to work in the UK without a work permit?** | **YES** |  | **NO** |  |
| If No, please indicate the basis on which you are eligible to work in the UK, including any relevant dates. | | | | |
|  | | | | |

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| --- | --- | --- | --- |
| **3 References – *please give contact details of two referees*** | | | |
|  | |  | |
| **Reference 1** | | **Reference 2** | |
| *(Must be your present or most recent employer)* | |  | |
|  | |  | |
| **Name** |  | **Name** |  |
|  |  |  |  |
| **Job Title** |  | **Job Title** |  |
|  |  |  |  |
| **How does this person know you?** |  | **How does this person know you?** |  |
|  |  |  |  |
| **Organisation** |  | **Organisation** |  |
|  | |  | |
| **Address** (inc. postcode) | | **Address** (inc. postcode) | |
|  |  |  |  |
|  | |  | |
| **Daytime Tel** |  | **Daytime Tel** |  |
|  |  |  |  |
| **Mobile** |  | **Mobile** |  |
|  |  |  |  |
| **Email** |  | **Email** |  |

***Please note that references will NOT be taken up prior to interview.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4 Present Employment *(or, if now unemployed, details of last employment)* | | | | | | | | |
|  | | |  | | | | | |
| Employer’s name | |  | | From |  | | To |  |
|  | | |  | | | | | |
| **Address** |  | | Job Title |  | | | | |
|  |  | | | | | |
| Type of Business | | |  | | |
|  | | | | | |
| Current Salary | | |  | | |
|  | | | | | |
|  | | | | | | | | |
| Please describe your main responsibilities and achievements while in this job. | | | | | | | | |
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|  | | | | | | | | |
| Please give your reasons for seeking this position | | | | | | | | |
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| 5 Previous Employment *(continue on a separate sheet if necessary)* | | | | |
| **Please give details of your previous paid or unpaid work starting with the most recent first.** | | | | |
| **Dates**  **(from & to)** | **Name & Address of Employer** | **Salary** | Job Title/Duties | **Reason for Leaving** |
|  |  |  |  |  |
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| --- | --- | --- |
| 6 Other Commitments | | |
| **Do you have any business commitment which makes demands upon your time or which has the potential to represent a conflict of interest with this post? If so, please give a brief description.** | | |
|  | | |
|  | | |
| 7 Relevant Requirements for the Job | | |
| **Please describe how your experience, knowledge and skills meet our requirements detailed in the job description and person specification. Please continue on no more than one** **additional page.** | | |
|  | | |
| 8 Education and Qualifications. *Please list any relevant qualifications obtained* | | |
|  | | |
| Subject | Class/Grade Result | Qualifications Obtained |
|  |  |  |
| Please list any professional qualifications gained. Please give the level of membership achieved, and the date completed.Please also list any training undertaken at or outside work. | | |
|  | | |

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| 9 Other Information |
| **Please supply any other information about yourself that you feel will support your application** |
|  |

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| 10 Declaration |

**I confirm that:**

**a) To the best of my knowledge the information given in this application form is correct and complete.**

**b) I am not related in any way to a trustee of PATH (Scotland)**

**I understand that the provision of false information could result in disciplinary action and lead to dismissal.**

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Signed** |  |
|  |  |
| **Date** |  |

# PATH (Scotland)

# Equal Opportunities Information

We are committed to ensuring that PATH (Scotland) is truly open to all members of the community. To help us monitor the effectiveness of both our advertising and application process, we would be grateful if you would complete this form and return it with your application (*note: click on relevant box to check or uncheck your response*).

This form will be detached from your application form. No information from this form will be used in the assessment of your application.

Position Applied for: Manager

Where did you see the position advertised? …………………………………….

Gender Identity Female  Male  Non-binary

If you prefer to use your own gender identity, please write here ……………………..………..

Do you consider yourself to have a disability? YES  NO

**Which age group do you fit into?**

16-24  25-34  35-44  45-54  55-64  65+

**Ethnic Category: How would you describe your ethnic origin?**

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups i.e UK citizens may belong to any of the groups below. Please tick the category which you feel describes your ethnic origin.

|  |  |
| --- | --- |
| Asian, Scottish Asian, British Asian | Indian  Scottish Indian  British Indian  Pakistani  Scottish Pakistani  British Pakistani  Bangladeshi  Scottish Bangladeshi  British Bangladeshi  Chinese  Scottish Chinese  British Chinese  Other *(please state)* ……………………...…….... |
| African, Scottish African, British African | Please state ……………………………………… |
| Caribbean or Black | Please state ……………………………………… |
| Mixed or multiple ethnic group | Please state ………………....………..…..……… |
| White | Scottish  Other British  Irish  Polish  Roma  Gypsy/Traveller  Other *(please state)* ……………......…….... |
| Other ethnic group | Please state ………………....………..…..……… |