**RECRUITMENT APPLICATION FORM**

Please complete this form as fully as possible, as we can only determine your suitability for the position from the information you give in this application.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Home address:(including Postcode) |  |
| Telephone number: |  | Mobile number: |  |
| Email: |  |
| Do you have a UK drivers licence and use of your own vehicle (for business use/purposes)(Please note business insurance will be required)  | Yes [ ]  No [ ]  |

|  |
| --- |
| **Education History** |

You will be required to provide original copies of all qualifications and certificates, relevant to the job specification, that you declare in this section of the application form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Full / Part-Time | Course / Subject of study | Grade / Level of Award | Awarding Body / Place of Study |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Work Related Development/Training** |

Please provide details of training undertaken which is relevant to the job applied for and which you can provide copies of qualifications, awards or certificates.

|  |  |  |
| --- | --- | --- |
| Date (year) | Organising body | Title and Purpose |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Present or Most Recent Employment** |
| Employer: |  |
| Job title: |  |
| Date of commencement: |  | Date of leaving: |  |
| Current or most recent salary: |  | Period of notice: |  |
| Reason for leaving:  |
| Give details of post including duties, responsibilities and achievements: |

|  |
| --- |
| All Previous Employment(begin with the most recent first and include periods of volunteering and unemployment; please use continuation pages if required) |
| Date From | Date To | Employer’s name and address including post code | Role Title and details of post including duties, responsibilities and achievements | Reason for Leaving  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Supporting Statement - Relevant Skills, Experience and Achievements** |
| Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. |

|  |
| --- |
| **References** |

Two references will be sought for successful applicants. References should be from your two most recent employers. We reserve the right to request additional references if we consider it necessary. If you do not have two previous employers, please provide a relevant alternative.

|  |
| --- |
| **First referee details** |
| Referee’s Name: |  |
| Job Title: |  |
| Contact Details (preferably email address) |  |
| In what capacity does this referee know you |  |

|  |
| --- |
| **Second** **referee details** |
| Referee’s Name: |  |
| Job Title: |  |
| Contact Details (preferably email address) |  |
| In what capacity does this referee know you |  |

|  |
| --- |
| **Recruitment monitoring** |

Where did you see this vacancy? (Please mark Y)

|  |  |
| --- | --- |
| Goodmoves |  |
| Indeed |  |
| If other, please specify: |  |

|  |
| --- |
| **Criminal Convictions** |

Given the nature of the work carried out by COVEY, the majority of posts are exempt from the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended).

If appointed to such a post, you will be required to complete a Protection of Vulnerable Groups (PVG) Scheme Application.

Please declare all convictions, spent or unspent as these may appear on any Disclosure check that we carry out. Previous convictions do not preclude you from working for COVEY, however the nature of previous convictions might impact on which roles you can carry out.

1. Do you have previous convictions? Yes [ ]  No [ ]
2. If yes, please provide details below

|  |  |
| --- | --- |
| **Spent/Unspent Convictions** | **Details** |
| When did the offences take place?  |  |
| What were you charged with?  |  |
| What sentence did you receive? |  |
| Please give details of the reasons and circumstances that led to your offence(s) |  |
| What have you learned from the experience? |  |
| Please give details of how you completed the sentence |  |
| **Pending Court Appearances/ Outstanding Charges** | **Details** |
| Please state what you have been charged with and when you are due to appear in court. |  |

|  |
| --- |
| **Declaration** |

I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application for employment. I understand that false information or omissions may lead to the withdrawal of any offer of employment or dismissal from COVEY without notice.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with recruitment and selection, and if I become an employee it will be used for employment purposes and company benefits schemes and that the information may be verified by COVEY, in accordance with Data Protection legislation.

**By completing your name below and emailing the application form, this will be accepted as your signature.**

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

 ***Completed application to be submitted by email to: recruitment@coveybefriending.org.uk***