Job Application Form

Westfield Park Community Centre (SCIO)

|  |  |
| --- | --- |
| Post Applied For |  |

**Important Notes**

Section A – C and H (first and last page) will be detached from the rest of the application and which will not be shared with the Shortlisting Panel.

Returning you application:

Please email your application to managerwestfieldparkcommunity@outlook.com or by post to: Westfield Park Community Centre, Westfield Street, Falkirk , FK2 9DX

|  |  |  |
| --- | --- | --- |
| **Section A: Contact Details** |  | Section B: Health Information |
| First Name |  |  |
|  |  |  |
|  |  | Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process.Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview: |
| Surname |  |
|  |  |
| Address |  |
|  |  |  |
| Home Telephone Number | Mobile Number |  | Please describe below any reasonable adjustments whichyou feel should be made to the job itself if you are successful, which would enable you to carry out the job duties: |
|  |  |  |
| Work number *(if convenient)* | E-mail address |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Are you currently eligible for employment in the UK?  | Yes [ ]  No [ ]  |
| Have you ever previously been convicted of any offence(s) that is/are not regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974?  |  Yes [ ]  No [ ]  |
| *If Yes, please provide more information below. Please note that having a conviction will not necessarily discount you from being considered for the post.* |
|  |

**Section C: General Information**

# Section D: Education and training

Please list examination passes achieved at school or in further education. *(Please continue on additional sheet if necessary)*

|  |  |  |
| --- | --- | --- |
| **Qualification/Level** | **Subject** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of any higher education undertaken. *(Please continue on additional sheet if necessary)*

|  |  |  |
| --- | --- | --- |
| **University or College** | **Degree or Qualification obtained** | **Dates** |
| from | to |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of any professional qualifications held not listed above. *(Please continue on additional sheet if necessary)*

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Degree or Qualification obtained** | **Dates** |
| from | to |
|  |  |  |
|  |  |  |
|  |  |  |

Other Training - relevant to this application. *(Please continue on additional sheet if necessary)*

|  |  |  |
| --- | --- | --- |
| **Name of Course** | **Provided by** | **Dates** |
| from | to |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Section E: Employment Record

#### Present or Most Recent Employment

|  |  |
| --- | --- |
| Name and address of employer including postcode |  |
|  |  |
| Nature of Business |  |
|  |  |
| Position Held |  | Date Appointed |  | Date Left (if applicable)  |  |
|  |  |  |  |  |  |
| Reason for Leaving /Wish to leave |  |  |  |  |  |
|  |  |
| Please give a brief outline of your duties and responsibilities |  |
|  |  |

**Previous employment and voluntary work starting with the most recent.** *(Please continue on the following page if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer and nature of business** | **Dates** | **Post title and brief details of main duties** | **Reason for leaving** |
| from | to |
|  |  |  |  |

# Section E: Employment Record - continued

**Previous Employment starting with the most recent.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer and nature of business** | **Dates** | **Post title and brief details of main duties** | **Reason for leaving** |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section F: Supporting Statement

Tell us how you match the person specification citing relevant and specific examples from your work and volunteer experience. Supply other relevant details in support of your application and describe the contribution you would make to the organisation.

# Section G: Storage of Sensitive Information, References and Declaration

|  |
| --- |
| If the person specification for the role applied for requires independent travel:  |
| Do you hold a full car driving licence? | Yes [ ]  No [ ]  |  | Do you have access to a car?  | Yes [ ]  No [ ]  |
| **Storage of Sensitive Information** |
| The personal information given on this form will be processed for the purpose of assessing your application for employment. It will be treated in confidence and will not be disclosed to any third parties where except permitted by law or where consent has been given. The information given is being gathered for consideration by Westfield Park Community Centre (SCIO).Westfield Park Community Centre (SCIO) is the Data Controller of this information and will store this Application Form in line with our Privacy Notice. The information gathered on the form will be retained for 1 year unless you instruct us otherwise.I authorise the collection of this information by Westfield Park Community Centre (SCIO) so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Westfield Park Community Centre (SCIO) by providing a written request. I can also request the correction, addition, or elimination of any data through this written request. |
| Signature  | *X*  | Date  |  |

|  |
| --- |
| References |
| Please supply full details of two referees whom we may approach, one of whom should be your present or most recent employer and the other a previous employer. If you are self-employed or unemployed please give details of two people who have direct knowledge of your skills and abilities. |
| Name  |  | Name |
|  |  |  |
| Organisation |  | Organisation |
|  |  |  |
| Address including postcode |  | Address including postcode |
|  |  |  |
| Telephone Number |  | Telephone Number |
|  |  |  |
| Can we contact before interview?  | Yes [ ]  No [ ]  |  | Can we contact before interview? | Yes [ ]  No [ ]  |
| Declaration |
| I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise Westfield Park Community Centre (SCIO) to verify information contained in this application via telephone, e-mail, fax or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and health information should this be necessary for this post. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature  | *X* | Date  |  |

# Section H: Equal opportunities Monitoring

Westfield Park Community Centre (SCIO) Equal Opportunities Policy aims to ensure that individuals are not discriminated against on the grounds of race, colour, culture, ethnic origin, religion, gender, disability, marital status, responsibility for dependents, sexual orientation or age. In order to monitor the effectiveness of the policy, all job applicants are asked to complete this form. The information will be used for monitoring purposes only.

Please complete all sections of the questionnaire below by placing an ‘X’ or by providing information where appropriate in the classification box applying to you in each section.

|  |
| --- |
| **Gender and Sexual Orientation** |
| Male |  | Female |  |  |
| Lesbian  |  | Gay |  | Bisexual |  | Transgender  |  | heterosexual |  |
|  |
| **Age** |
| Under 21 |  | 22-34 |  | 35-49 |  | 50-64 |  | 65+ |  |
|  |
| **Disability** |
| Do you have a recognised disability as outlined in the Disability Discrimination Act (DDA): a physical and mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?  |
| Not Disabled  |  | Disabled |  |  |
| Please State what that disability is:  |
|  |

|  |
| --- |
| **Ethnic Origin** |
| White-Scottish White-BritishWhite – IrishWhite- Other |  | Asian- IndianAsian- PakistaniAsian- BangladeshiAsian- ChineseAsian- Other |  | Black- CaribbeanBlack-AfricanBlack – OtherOther |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |

Where did you see this vacancy advertised?

|  |
| --- |
|  |