**PRIVATE AND CONFIDENTIAL**

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| **Application for role:** |

###### Applicant Details

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| --- | --- | --- | --- |
| Full Name: |  | Title:  Tel No :  And/or  Mobile:  Email:  Preferred pronouns: | Mr/Mrs/Ms/Miss/\_\_\_\_\_  E.g. She/her, He/him, They/them,  (others please state) |
| Address: |  |
|  |  |
| Postcode: |  |

###### Please help us by letting us know about any reasonable adjustments we could put in place that would help to ensure that you receive an accessible, fair and efficient application / interview process:

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###### Please complete the rest of this form, adding additional space if required, and return it as a Word (.doc or .docx) format file by email. This will allow this cover page to be removed before applications are passed to the panel for shortlisting in an anonymised form.Qualifications And Personal Development

|  |  |
| --- | --- |
| i The Educational Qualifications you have achieved | ii Other training/qualifications you have completed |
|  |  |
| iii Courses you have attended | iv Any other personal development which may be relevant |
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###### Employment History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer  (Cover last 10 years) | Date | | Brief details of duties (especially those relevant to this role) | Reason for Leaving |
| From | To |
|  |  |  |  |  |

###### Employment History (cont.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer  (Cover last 10 years) | Date | | Brief details of duties | Reason for Leaving |
| From | To |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Do you have proof of your entitlement to work in the UK?  (We will be required to see this before offering a role.) | **Yes/No** |
| Have you been convicted of a criminal offence that is not  regarded as “spent” under the Rehabilitation of Offenders Acts? **Yes/No**  If Yes, please give details: | **Yes/No** |

###### Personal Statement

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| Please briefly give a personal sense of why you want to apply for this vacancy, and what would bring your enthusiasm to the role if appointed. |

###### Your Suitability / Experience

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| --- |
| **Please tell us what makes you a suitable candidate for this position, by responding to the Person Specification included with the role description for the post.**  You should ideally provide brief examples of previous work or experience you have that **demonstrate that you have** what is required (this can include relevant cross-applicable experience that is not an exact match if needed) – rather than simply stating that you have it. A good approach to this is known as the “STAR” technique.  You should **respond directly to the points of the person specification in the order in which they appear** (e.g. by using the same numbering labels as they appear in the person specification. Add space below as needed, but please try to be concise - no more than a paragraph or even a few sentences per point is needed, as long as you feel you can adequately address the point. |
| Give us your views on how you feel this role, and you if successfully appointed, could positively impact on the community in Tiree? |
| Please supply details of two Referees that you have worked with and state why they are appropriate. Please state if you would need us to check with you before contacting them or if we can do so at any time.  1. 2. |

Please note any additional information which you would like us to know here:

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**Data Protection and GDPR**

**Tiree Community Development** **Trust** complies with relevant data protection legislation. You are therefore free to view any information we hold about yourself at any time. Our privacy policy can be found on our website at <https://www.tireetrust.org.uk/en/privacy-policy/>

**Equal Opportunities**

**Tiree Community Development Trust** takes positive steps to ensure that everyone is selected for jobs solely on their suitability. All the information on this form is treated confidentially and will not be used for any other purpose.

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| --- | --- |
| **Declaration:** | **To the best of my knowledge the information given on this form is correct and any falsehoods**  **may lead to my employment being terminated.** |

Signed: Date

###### Please send this completed form to: admin@tireetrust.org.uk