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**Application Form for Volunteer and Community Engagement Worker (part-time)**

Please read the Job Description and Person Specification before completing this form; we can only determine your suitability for the position from the information you give in this application.

Home-Start Clackmannanshire is committed to equality, diversity and inclusion. Anyone who requires support to complete the application process should contact us.

The closing date for this post is 5pm, Friday 13 June 2025. Any applications received after this date cannot be considered.

Interviews will be conducted week beginning 16 June, face to face in our offices at Whins Road, Alloa.

Please return your completed application form to our CEO Louise Orr at louiseorr@hsclacks.co.uk

**Personal Details:**

|  |  |
| --- | --- |
| Surname: |  |
| First Name(s): |  |
| Address, including Postcode: |  |
| Home Tel. No: |  |
| Mobile No: |  |
| Email Address:  |  |
| Do you have a current driving licence? Do you have access to a car? | YesYes | NoNo |

**Education, Job Related Qualifications and Specialised Training**

 Secondary, Further and Higher Education - most recent first

|  |  |  |
| --- | --- | --- |
| Subjects | Qualification gainede.g. Standard Grade, Higher, SVQ (or equivalent), Degree  | Grade |
|  |  |  |

**Job Related Qualifications**

|  |  |
| --- | --- |
| Course title and qualification achieved | Grade |
|  |  |

**Specialised Training**

|  |  |
| --- | --- |
| Course title and qualification achieved | Grade |
|  |  |

**Present or most recent job:**

|  |  |
| --- | --- |
| Job Title: | Employer’s Name and Address |
| Date Started: |  |
| Date Finished: |
| Notice Required: |
| Purpose of Job and Main Tasks: |
| Reason for Leaving: |

**Previous Employment – most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| Post | Employer | Time in this Role | Reasons for Leaving |
|  |  |  |  |

Please tell us about gaps in your employment history, starting with the most recent

with reasons e.g. career break to look after children or other dependants, travelling, training or education.

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Are you related to any person who works in a paid or unpaid capacity for Home-Start?

YES/NO

If yes, please give details

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**Voluntary Experience**

Please provide details of any voluntary or community roles you have held, including work experience you have been involved in and briefly explain what you know about the voluntary sector.

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**Relevant Skills, Knowledge and Experience**

Please use this section to illustrate your suitability for this post. Please refer to the Job Description and Person Specification before starting this section.

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References

Please give the names and addresses of two referees. **One must be your current or most recent employer. We will only contact your referees if we offer you the position.**

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address & Postcode: | Address & Postcode: |
| Phone No:Email: | Phone No:Email: |

Any offer of employment will be subject to suitable references. We may want to obtain references from other previous employers.

|  |  |  |
| --- | --- | --- |
| If offered this position, do you intend to continue working in any other capacity?If Yes give details: | Yes | No |

**Immigration, Asylum and Nationality Act 2006**

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK?  | Yes | No |

**Rehabilitation of Offenders Act**

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| --- |
| Having a previous conviction does not mean you will be unsuitable for this post. However, given the nature of the post, it is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal (including spent) convictions so we can risk assess appropriately. |
| Have you ever been convicted of a criminal offence?If yes, you may be asked to supply details. | Yes | No |
| This post is subject to joining the Protecting Vulnerable Person (PVG) Scheme. The cost of membership, or membership update will be covered by Home-Start Clackmannanshire. |

**Declaration**

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information, I agree that my application details may be held securely by Home-Start Clackmannanshire.

Signed:……………………………………… Date:……………….

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### Applicant Equality

Home Start Clackmannanshire positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality under the Equalities Act 2010.

As such, we would like to know if there are any adjustments or support we can provide during the application and recruitment phase, including interview. Please use the space below to outline any support required. All information will be treated in the strictest confidence.

Our premises are on the ground floor with a ramped access. We have a buzzer entry system to our office. Toilets are situated on the ground floor and include a cubicle suitable for wheelchair users.

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