A blue and purple logo

Description automatically generated, Picture

**Application Form**

**If handwriting** please use black ink and write in block capitals.

**Post Applied For: Service Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Name |  | | |
| Address |  | | |
|  | | |
|  | | |
|  | | |
| Daytime telephone |  | | |
| Evening telephone |  | | |
| Email address |  | |
| Where did you see the post advertised? |  | |
| If offered the post, when could you start? | |  | |
| Disclosure Scotland/PVG Scheme membership  Are you currently a PVG Scheme member? **Yes / No**  (delete as appropriate)  If so are you a member for? **vulnerable adults / children / both**  (delete as appropriate) | | | |

The information in sections 1 – 3 will be used for short listing purposes and will be seen by all those involved in the selection process.

**Section 1: Education and Training** (proof will be required from the successful candidate). Please refer to the job description for information of the academic/vocation qualifications relevant to this position.

|  |  |  |
| --- | --- | --- |
| Qualifications Gained | Awarding Body | Date of Award |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Do you have a current driving licence?  What is the country of issue of your licence?  Do you have access to transport? | Yes / No (delete as appropriate)  ……………………………………..  Yes / No (delete as appropriate) | |

Section 2: Employment History

Start with your present or most recent employer. Complete in chronological order, including part time and voluntary employment. Also including explanations for periods not in employment or in training/education.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address | From | To | Role, Brief Description of Duties  & Reason for Ceasing |
|  |  |  |  |
|  |  |  |  |
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Please continue on a separate sheet if required

**Please state if you are currently involved in a disciplinary or grievance procedure and any live formal warnings**

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|  |

**Please give details of any family or close relationships to existing employees or board member or The STAR Centre’s service users**

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**Section 3: Supporting Information**

Referring to the specific requirements of the Person Specification, please give details of how your personal qualities, experience and achievements to date would make you a suitable candidate for the post. Please ensure you provide evidence for essential adn any desirable criteria you meet.

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If you require more space, please use no more than one side of an A4 sheet

The STAR Centre is a feminist organisation please tell us what this means to you within a leadership role.

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**Section 4: Referees**

Please give the name and address of two referees. One reference must be from your current employer or most recent employer. References will not be accepted from relatives or friends. Please note that any offer of employment will be conditional upon receipt of two satisfactory references and enhanced disclosure check. Please do not use your current agency as a referee.

As a prospective employer we may contact any former employer in addition to the referees nominated below. However this will only be done in exceptional circumstances and we will advise of our intention before doing so.

**My current employer may be contacted prior to interview :**

**Yes / No** (delete as appropriate)

|  |  |  |
| --- | --- | --- |
| **1** | Name |  |
|  | Address |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Daytime telephone number : | |
|  | Email address : | |
|  | In what capacity do you know this person? : | |
| **2** | Name |  |
|  | Address |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Daytime telephone number : | |
|  | Email address : | |
|  | In what capacity do you know this person? : | |

**Section 5: Self Declaration Form and disclosure check**

This post will require completion of a **Self Declaration Form** and the appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.

(i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us clearly marked “Self Declaration Form”. This Self Declaration Form will only be opened if you are offered and accept the role.

**Please Tick**

(ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

**Please tick**

**The next part of the form must be signed by the applicant in all cases.**

|  |  |  |
| --- | --- | --- |
| I declare that the information I have given is correct to the best of my knowledge. If any information should prove to be false, inaccurate or misleading, I understand that my application will be disqualified and, if an appointment is made then this may lead to dismissal. | | |
| Signature of applicant |  | |
| Date |  |  |