**Application Form**

**Charity Administrator**

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| **SECTION A : Your personal details** | | | |
| First Name |  | | |
| Surname/Last Name |  | | |
| Any previous names by which you have been known |  | | |
| Address |  | | |
| Postcode |  | | |
| Home Telephone |  | | |
| Mobile |  | | |
| Email address |  | | |
| How would you prefer to be contacted? | Home Phone | Mobile | Email |
| Do you hold a UK driving license and have access to a car? | Yes / No | | |
| Do you have the right to work in the UK? | Yes / No | | |

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| **Current Employment** |  |  |
| Name & Address of Employer: |  | |
| Job Title: |  | |
| Start Date: | Current Salary: | Period of Notice: |
| Reason for leaving: | | |
| Brief summary of main duties: | | |

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| **Employment History** | | | | | | |
| Please give details of all your previous jobs, starting with the most recent. Make sure you explain any gaps in your employment. Continue on a separate sheet If necessary. | | | | | | |
| **Dates** | | **Employer's name & address including postcode** | **Job Title** | **Summary of your key duties** | **Salary** | **Reason for leaving** |
| **From** | **To** |
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| **Education History** | | | | | | |
| Starting with the most recent, please list your education history including professional qualifications. | | | | | | |
| **Dates** | | **School, College or University** | **Full or Part-Time** | **Subjects Taken** | **Qualifications** | **Grades Achieved** |
| **From** | **To** |
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| **SECTION B: Your Application** |
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| Please summarise the experience, skills and knowledge that you have which you feel makes you a strong candidate for this post. Please give examples which demonstrate how you meet the person specification for the role.  What attracted you to this role? |

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| **Qualification you are currently Studying for** | | |
| Qualification: | Level / part / other details: | Date you expect to finish: |
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| **Training & Development** | | | | |
| Starting with the most recent, please give details of any training courses or events you have attended which are relevant for this post: | | | | |
| **Dates** | | **Course Title** | **Course Provider** | **Summary of content** |
| **From** | **To** |
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| **SECTION C: Disclosure Information** | | | | | | |
| This role Is one of regulated Work with Children. Therefore, a PVG Scheme Membership Is a requirement of the role. **Please note:** **You are unable to start any position with Can Do until your registration for regulated work with children has been completed, and your certificate is returned.** | | | | | | |
| Do you have any criminal convictions to disclose? | | | | Yes | | No |
| If yes, please give details below | | | | | | |
| **Date of offence** | **Type of offence** | **Place it occurred** | **Name of Court** | | **Penalty Imposed** | |
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| Do you have any outstanding charges? | Yes | No |
| If yes, please give details below | | |

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| **SECTION E: References** | |
| Please give the name and contact details of two suitable referees in connection with your application. At least one should have knowledge of any previous work you may have undertaken in a similar role.  **Please note: References cannot be accepted from a family member or friend. If you are currently studying one should be from a Tutor / teacher.** | |
| Name | Name |
| Job Title | Job Title |
| Address (including postcode): | Address (including postcode): |
| Telephone | Telephone |
| Email | Email |
| In what capacity do you know this person (friend, colleague, etc)? | In what capacity do you know this person (friend, colleague, etc)? |

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| **SECTION F: Declaration** | |
| I confirm that all information given on this form is correct. I understand withholding, falsification or omission of relevant information may result in employment being terminated. I consent to the two referees’ details above being approached, if successful at interview.  I understand the information on this application form with be stored by Can Do in accordance with the principles laid down by GDPR and Can Do's Confidentiality of Records Policy. | |
| Signature | Date |
| Thank you for your application, please return this form along with the Equal Opportunities Form to:  **Kirsty Milne, Can Do Co-ordinator, Community Centre, 8 Law Road, North Berwick EH39 4PN**  **or kirsty@can-do.scot**  **Closing Date:** Wednesday 23rd July at 9am. | |