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| TACT Application For EMployment Form  ***The information provided on this application form will remain private and confidential and will be used for the purpose of selection / recruitment. You are required to complete this Application Form / Monitoring Form and our Self-Declaration Form (only if required for the role). If required please return your Self-Declaration Form in a separate email to*** [***info@tact.scot***](mailto:info@tact.scot) ***or if you are completing this in paper form please place the Self-Declaration Form in a separate envelope.***  ***Please also note that TACT may approach third parties to verify the information that you have given. By signing this form, you will be providing TACT with your consent.*** | | | | | |
| **JOB TITLE:** | | | | | |
| **1. PERSONAL DETAILS** | | | | | |
| Title & Preferred Pronouns: | | | | | |
| Name: |  | | | | |
| Address: |  | | | | |
| Contact Details:  *(please tick preferred contact detail – calls to business numbers will be made discreetly)* | | | | | |
| E-mail: |  | | | | |
| Telephone Home: |  | | | | |
| Telephone Work: |  | | | | |
| Mobile: |  | | | | |
| **2. GENERAL** | | | | | |
| Do you hold a current full driving licence? | | Yes |  | No |  |

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| **3. REFEREES** | | | | | | | | | | | |
| Please indicate two people who can provide references - one of whom should be your current / most recent employer: | | | | | | | | | | | |
| 1. Name: | |  | | 2. Name: | | | |  | | | |
| Address: | |  | | Address: | | | |  | | | |
| Tel No: | |  | | Tel No: | | | |  | | | |
| E-mail: | |  | | E-mail: | | | |  | | | |
| Occupation: | |  | | Occupation: | | | |  | | | |
| I give / do not give permission to take up my references prior to an offer of employment being made *(please delete clearly as appropriate)*. | | | | | | | | | | | |
| **4. CURRENT EMPLOYMENT** | | | | | | | | | | | |
| Please give details of your current / most recent post: | | | | | | | | | | | |
| Name and full address of employer; nature of business: | | | Job title and key responsibilities: | | | | Salary, reason for leaving and date of leaving, if currently not in employment: | | | | |
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| **5. EMPLOYMENT HISTORY** | | | | | | | | | | | |
| Please give details of previous jobs held including part time and unpaid work, starting with the most recent *(excluding above)* employer. | | | | | | | | | | | |
| Name and full address of employer: | | | Job title*(s)*: | | | | Reason for leaving and date of leaving: | | | | |
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| **6. EDUCATION AND PROFESSIONAL QUALIFICATIONS** | | | | | | | | | | | |
| Please name any awarding institute or professional body in full and include attainment level specifying relevant grades. | | | | | | | | | | | |
| Year: | Institution: | | | | Qualification: | | | | | | |
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| **7. PERSONAL DEVELOPMENT** | | | | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable. | | | | | | | | | | | |
| **8. OTHER INFORMATION** | | | | | | | | | | | |
| How / where did you hear about this vacancy? | | | | | | | | | | | |
| Have you made an application to TACT previously? | | | | | | Yes | | |  | No |  |
| If yes, please give details: | | | | | | | | | | | |
| **9. REASONS FOR APPLYING** | | | | | | | | | | | |
| Please tell us what experience and skills you can bring to the job. Include your reasons for applying and any relevant information not included elsewhere.  *This is to provide us with information to support your application. Please consider every aspect of the job description. You will be required to demonstrate positively your ability, commitment, etc. by some reference to your academic, professional, voluntary or personal life (500 words maximum)*: | | | | | | | | | | | |

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| **10. ELIGIBILITY** | | | | | | | |
| Do you have the right to take up employment in the UK? | | | Yes |  | | No |  |
| **NB:** Any offer of employment will be subject to successful verification of your right to work in the UK. | | | | | | | |
| **GENERAL DATA PROTECTION REGULATIONS (DATA PROTECTION ACT 2018)** | | | | | | | |
| *TACT will use the information provided in this application form for the purpose of processing your application and monitoring our recruitment process. The information you provide will be stored securely and will not be retained longer than necessary. If your application is successful TACT may be required to share some of the information you provide with statutory bodies, for example, HMRC. Under the Act you have a right to access the information TACT holds on you. If you would like to do this, please apply in writing to* [*info@tact.scot*](mailto:info@tact.scot) *or by post to TACT, 27 Vernon Street, Saltcoats, KA21 5HE.* | | | | | | | |
| **DECLARATION** | | | | | | | |
| *I declare that to the best of my knowledge, the information contained in this application is both accurate and truthful. I also understand that any false declaration, misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility, criminal convictions and a probationary period, all of which must be deemed, by TACT as satisfactory.*  *I consent to my details being retained confidentially and used for specific and lawful purposes.* | | | | | | | |
| Signed: |  | Date: | | |  | | |
| Please return your completed Application Form and Self-Declaration Form ***(only if required for the role)*** to **The Ayrshire Community Trust** by email to [info@tact.scot](mailto:info@tact.scot) or by post to TACT, 27 Vernon Street, Saltcoats, KA21 5HE. If you have any queries please telephone the office on: 01294 443044. | | | | | | | |



MONITORING form

This section of the application form will be detached and used solely for monitoring purposes.

The Ayrshire Community Trust recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you best:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ethnicity**  *White:*  British  Irish  Any other White background, please write in:  *Mixed:*  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:  *Black or Black British:*  Caribbean  African  Any other Black background, please write in:  *Asian or Asian British:*  Indian  Pakistani  Bangladeshi  Any other Asian background, please write in:  *Chinese or other ethnic group:*  Chinese  Any other, please write in: | | | | |
| **Gender:**  Male  Female  Non-Binary  Other *(please specify:)* | | | | |
| **Are you aged between *(please tick)*:**  16 – 24  26 – 45  46 - 55  56 – 64  65 + | | | | |
| **Do you consider yourself to be disabled under the Equality Act 2010?**  *The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 – defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities”.* | Yes |  | No |  |
| If yes, what is the nature of your disability? *(optional)* | | | | |
| Please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties: | | | | |

*Once you have completed both parts of this form please:*

*E-mail to:* [*info@tact.scot*](mailto:info@tact.scot) *or*

*Post to:*

The Ayrshire Community Trust

27 Vernon Street

Saltcoats

KA21 5HE