|  |  |  |
| --- | --- | --- |
|  | **SEAL DUNFERMLINE** |  |
|  | **APPLICATION FOR EMPLOYMENT** |  |
|  |
| NOTES FOR COMPLETION |
| The application form is the main way we decide whether or not to invite you to an interview. It is important that you give the best overall impression of yourself. |

* Read all of the form first so that you understand what information is requested and how to complete the form. Make sure you have the **Job Description and Person Specification** which provides information about the job.
* Complete all sections of the form either typed or in black ink as it will be photocopied. Insert an X in question boxes that do not require a written answer.
* Practise first either on a separate sheet, or a copy of the form. It might be useful to keep a copy of the completed form for your own use.
* Once completed please return the application form and equal opportunities monitoring form to: The Chairperson, Seal Dunfermline.
* Email applications are preferred to office@sealdunfermline.org.uk if you cannot send this by email please use our postal address: Seal Dunfermline, 12 Halbeath Road, Dunfermline, Fife KY12 7QX.
* **Closing date for applications is Monday 22nd September 2025**.

**ABOUT SEAL DUNFERMLINE**

Seal Dunfermline is a registered charity operating within West Fife from a base in Dunfermline. The project’s roots go back to the late 1970’s when it operated as the Seal Project.  It later became an independent charity and was known as the ‘Seal Association’ before achieving SCIO (Scottish Charitable Incorporated Organisation) status and becoming Seal Dunfermline in 2016.

Seal draws on the skills and talents of a small part-time staff team and local volunteers who give freely of their time.  Working together, they focus on building character strengths to help children and young people develop resilience, confidence and self-esteem.  Groups meet during week day evenings and members take part in structured outcome-based activities delivered within Seal House and in the local community.

The project is supported by Fife Council and local groups and individuals within the West of Fife notably [Dunfermline Carnegie Rotary Club](https://www.rotary-ribi.org/clubs/homepage.php?ClubID=1891) whose members, for a number of years,  have generously provided Seal with funds and support to undertake different activities, projects and improvements to our premises.

For more information visit our website <http://www.sealdunfermline.org.uk/index.html> or Facebook page

|  |
| --- |
| DETAILS of the post you are applying for |
| Job Title:  | Service Manager |
| PERSONAL DETAILS |
| Initials:  | Last Name:  |
| Address: | Daytime Tel No: |
| Home Tel No:  |
| Postcode:  |  |
| National Insurance Number: |  |  |  |  |  |  |  |  |  |

**REFERENCES**

* Please ensure that you have sought agreement from your referees before submitting their details. Referees **must not** be relations or friends.
* Two references are required.
* If you have been previously employed, you **must** provide references from employers within the past 3 years, one of which **must be** your last employer.
* If you have been out of the labour market for some time, you **must** provide a reference from your last employer. If this is not possible use the contact details in the application pack to obtain advice on how to complete this section.
* If you have not previously been in employment you **must** provide a reference from an appropriate person (course leader or a manager that has known you in an organisation).
* If you are coming straight from education, you **must** provide a reference from your Head Teacher or Course Tutor.

**REFEREE 1** – current or most recent employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Organisation: |  |
| Position: |  | Address: |  |
| Time Known: |  |
| Email Address: |  |
| Contact Tel No: |  |
| Relationship: |  | Post Code: |  |
| Can we contact him or her now? | Yes |  | No |  |

**REFEREE 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Organisation: |  |
| Position: |  | Address: |  |
| Time Known: |  |
| Email Address: |  |
| Contact Tel No: |  |
| Relationship: |  | Post Code: |  |
| Can we contact him or her now? | Yes |  | No |  |

**DECLARATION**

|  |
| --- |
| The information you give on this Application is used for selection purposes and also forms the basis of any subsequent employment relationship. If you are successful, we will keep this application in your personnel file. Otherwise, it will be destroyed when the recruitment process is completed. Candidates must declare all criminal convictions, spent or unspent. Candidates will either be registered with or become a member of the PVG Scheme before taking up employment.I consent to the use of my personal information in the above stated purposes. *(Submitting the form by e-mail gives this consent)*I declare that the information I have given in all the pages of this Application Form is correct. I understand that by giving false information, or withholding information that may be relevant, I may be excluded from the recruitment process or dismissed if appointed to the post.  |
| Do you have any criminal convictions, spent or unspent? | Yes / No (please delete) | Are you a member of the PVG scheme? | Yes: (give number) No  |
| Signature Date |

|  |  |  |
| --- | --- | --- |
| **APPLICATION FOR EMPLOYMENT –SECTION 2** |  |  |
|  |
|  |
|  |
| * We are interested in any relevant skills and knowledge you may have, whether gained in employment or outside the workplace, so please include any unpaid, voluntary work, or other roles you may have had.
* Remember to describe **your work or role**, as it is **you** we are interested in, not the team or business you were part of.
 |
| **PRESENT OR MOST RECENT EMPLOYMENT, VOLUNTARY WORK OR PERSONAL EXPERIENCE** |
| Post Title:  | Name of Employer:  |
| Dates Employed: From: To: | Employer's Address:  |
| Salary:  |
| Notice required:  |
| Duties/ responsibilities/ experience gained. |
|  |
| **PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR PERSONAL EXPERIENCE** *Please list in date order, most recent first.* |
| **Date****From / To** | **Employer's Name / Address** | **Post title****Duties/ responsibilities/ experience gained****Reason for leaving** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **EDUCATION, QUALIFICATIONS AND TRAINING** |
| Please give details of any courses/training, vocational or professional qualifications relevant to this application whether or not it led to a qualification. |
| Course Title | Qualification or Result | Study Method*(Eg part time/ full time**college/ home study)* | Course duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| **MEMBERSHIP OF RELEVANT PROFESSIONAL OR TECHNICAL BODIES** |
| Institute or Association | How obtained (*eg Examination or Election)* | Date Obtained | Grade of Membership | Still Valid?(Yes/No) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| **PROFESSIONAL REGISTRATION (***Please complete as appropriate)* |
| For membership of any other registered professional body.  | Name of issuing body: |  |
| Registration No: |  |
|  |
| **OTHER INFORMATION** |
| **This information will not be used to shortlist candidates** |
| Do you hold a valid Driving Licence? | Yes |  | No |  |
| Do you have a disability that for which we need to make reasonable adjustments during the recruitment process. If yes please provide information to enable us to meet your needs | Yes |  | No |  |
|  |
|  |
| **APPLICATION FOR EMPLOYMENT –SECTION 3** |  |  |
|
|  |
|  |
| PERSONAL STATEMENT |
| * Using the job description and the essential and desirable knowledge, qualities and skills in the person specification, please provide a personal statement outlining how you meet the criteria.
 |
|  |
|

|  |
| --- |
|  |

 |
|  |
|  |
|  |