

APPLICATION FORM

Position: Communications & Marketing Manager

First Name:		Last Name:		Pronoun:	
Home address: (including Postcode)					
Telephone number:		Mobile number:			
Email:					
Do you have a full driving licence?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Eligibility to work in the UK

Do you have the legal right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If your application for this role is successful, you will be required to provide evidence of your legal right to work in UK.

Membership of Professional Bodies

Date	Name of Professional Body	Status of Membership	Level of Membership	Membership No.

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Education History

You will be required to provide original copies of all qualifications and certificates, relevant to the job specification, that you declare in this section of the application form.

Date	Full / Part-Time	Course / Subject of study	Grade / Level of Award	Awarding Body / Place of Study

Work Related Development/Training

Please provide details of training undertaken which is relevant to the job applied for and which you can provide original copies of qualifications, awards or certificates.

Date (year)	Organising body	Title and Purpose of Event/s

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Present or Most Recent Employment

Employer:

Job title:

Date of commencement:

Date of leaving:

Current or most recent salary:

Period of notice:

Reason for leaving:

Give details of post including duties, responsibilities and achievements:

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All Previous Employment

(begin with the most recent first and include periods of volunteering and unemployment; please use continuation pages if required)

Date From	Date To	Employer's name and address including post code	Role Title and details of post including duties, responsibilities and achievements	Reason for Leaving

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Supporting Statement - Relevant Skills, Experience and Achievements

Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post.

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References

Two references will be sought for successful applicants. References should be from your two most recent employers. We reserve the right to request additional references if we consider it necessary. If you do not have two previous employers, please provide a relevant alternative

First referee details

Referee's Name:			
Job Title:			
Contact Details (preferably email address)			
In what capacity does this referee know you			
May we approach prior to interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Second referee details

Referee's Name:			
Job Title:			
Contact Details (preferably email address)			
In what capacity does this referee know you			
May we approach prior to interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Recruitment monitoring

Where did you see this vacancy? (Please mark Y)

Internal Advert		Good moves	
Social Media		Other	
If other, please specify:			

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Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working with Cruse Scotland this will depend on the nature of the position together with the circumstances and background of any particular offences. The post you are applying for is exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974. This means that you are not entitled to withhold information about convictions which for other purpose are regarded as spent, unless that conviction is protected. For more information regarding conviction disclosures, please refer to the Guidance provided on the Disclosure Scotland website.

Have you ever been convicted of any criminal offence(s) currently?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any criminal charge(s) pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered yes to either of the question above, please provide the following details:

Date	Name of Court	Please provide details of the nature of each conviction, charge or police enquiry, including driving offences.	Penalty imposed and Outcome

Declaration

I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application for employment. I understand that false information or omissions may lead to the withdrawal of any offer of employment or dismissal from Cruse Scotland without notice.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with recruitment and selection, and if I become an employee it will be used for employment purposes and company benefits schemes and that the information may be verified by Cruse Scotland, in accordance with Data Protection legislation.

By completing your name below and emailing the application form, this will be accepted as your signature.

Signature:		Date:	
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***Completed application to be submitted by noon on Monday 29 September 2025
by email to: info@crusesotland.org.uk***

Interviews shall be held on: Friday 24 October 2025 in Glasgow