**APPLICATION FORM**

**(In confidence)**

**(Please complete on-line if possible) (CV’s will not be considered)**

The post for which you have applied comes within the scope of requiring a PVG scheme check, therefore a Criminal Convictions - Declaration Form must be completed.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Job Description and Person Specification.

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| --- | --- |
| **1 JOB DETAILS** | |
| Post Applied for: | Lead Sessional Worker |
| Location: | Grantown –on-Spey |

* **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** (Mr, Mrs, etc…) | **Surname** | **First Names** (Underline the name you are usually known by) | |
| **Nationality** | | **Country of Birth** | |
| **Permanent Address** | | **Telephone** No. (**Home**):  Telephone No (**Mobile**):  Telephone No. (**Work**):  May we contact you at work? Yes No  Email Address: | |
| Do you have a valid full driving licence for driving in the UK? | | * YES | * NO |
| Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.  Do you have the right to work in the United Kingdom? | | * YES | * NO |
| If you are currently employed, what notice period are you required to give? | |  | |
| If appointed, when could you take up the position? | |  | |

* **EDUCATION, TRAINING & DEVELOPMENT** (Please list your academic and relevant qualifications and dates passed)

|  |  |  |
| --- | --- | --- |
| **Qualification(s)** | **Place of Study** | **Date** *(month/year)* |
|  |  |  |

Please describe other relevant opportunities, e.g. training courses

|  |  |  |
| --- | --- | --- |
| **Learning Opportunity** | **Place of Study** | **Date** *(month/year)* |
|  |  |  |

* **PRESENT OR LAST EMPLOYMENT**

|  |  |
| --- | --- |
| **Employer’s Name and address:** |  |
| **Post Held:** |  |
| **Date commenced** (and left, if appropriate)**:** |  |
| Please give a brief description of your duties and responsibilities: | |

* **PREVIOUS EMPLOYMENT AND EXPERIENCE** (Please give details of previous paid and voluntary employment starting with the most recent):

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of employment** | | **Name of Employer** | **Post Held** (and brief description of main duties): |
| **From** (month/year) | **To** (month/year) |
|  |  |  |  |

**Other Experience/Skills** (Please give details of any relevant experience/skills gained outside employment):

**YMCA** (if not mentioned above, please give details of any contact and experience have you had previously with the YMCA if any):

* **PERSONAL STATEMENT SUPPORTING APPLICATION FOR EMPLOYMENT**

Please detail how you meet the person specification for this post, illustrating with examples, from work, voluntary or life experiences, and stating why you are applying for this post. Use additional page if necessary

* **REFERENCES** (Please give the name and address of two referees, one of whom should be your current or most recent employer who can comment on your suitability for this position. If you were known by a different name, please also state this. No reference will be sought without your consent.

|  |  |  |
| --- | --- | --- |
| **Name** | **Occupation/Position:** |  |
| **Address:**  **Postcode:** | **Telephone No** |  |
| **Email** |  |
| **How long have you known this person?** |  |
| **In what capacity:** |  |

|  |  |  |
| --- | --- | --- |
| **Name** | **Occupation/Position:** |  |
| **Address:**  **Postcode:** | **Telephone No** |  |
| **Email** |  |
| **How long have you known this person?** |  |
| **In what capacity:** |  |

* **REGULATED WORK WITH CHILDREN AND VULNERABLE GROUPS**

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act, 2007. Therefore, it is an offence to apply if you are barred from working with children. Preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme Update check, prior to a formal offer of employment being made by YMCA Scotland. Please answer the following questions:

|  |  |  |
| --- | --- | --- |
| Has your name been placed on the ‘List’ of people excluded from working with children or vulnerable adults which is maintained by Scottish ministers? | * YES | * NO |
| Are you a member of the PVG Scheme (Please note that this is not the same as an enhanced disclosure): | * YES   (please answer following questions) | * NO   (please go to section 8) |
| Please provide your 16 digit PVG Membership number: |  |  |
| Was the check carried out by another organisation or did you request it yourself? |  |  |
| Which group does your PVG Scheme membership cover? |  |  |

**8 DECLARATION**

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| I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary and the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable. |
| **Signed** |
| **Date** |

**NB: EMAIL Completed form to: clairejthom@hotmail.co.uk**