# Gorebridge Community Development Trust

58 Main Street, Gorebridge, EH23 4BY

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **When would you be able to start:** |  |
|  | |
| **Personal Details** | |
| **Initial and Surname:** |  |
| **Address:** |  |
| **Telephone numbers Home:**  **Mobile:** |  |
| **What number can we contact you on during office hours:** |  |
| **Email:** |  |
| **Do you require a permit to work**  **in the UK?** | **Yes/No** |
| **Are you a member of the PVG Scheme?** | **Yes/No** |
| **National Insurance Number:** |  |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and Training** | | | |
| **Name of school/ college/ university** | **Examinations passed**  ***(subjects/ credits/ honours)*** | | **Years**  **from/ to** |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Details of any further training:**  *(Please include all courses relevant to this position and give dates of attendance)* | | |
|  | | |
|  | | |

|  |  |
| --- | --- |
| **Employment** | |
| **Current (or last) employment:** | |
| **Employer’s name and**  **nature of business** | **Position held and concise outline of your duties (please continue on the next page if required)** |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  | |
| **What was your principal achievement in this position?** | **Reason for leaving/wishing to leave** | **Salary** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Previous employment:** | | |
| **Employer’s name and**  **nature of business** | **Brief description of position held and details of duties** | **Reason for leaving** |
|  |  |  |
| **Dates employed:** |

**Previous Employment Continued**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Dates employed:** |
|  |  |  |
| **Dates employed:** |
|  |  |  |
| **Dates employed:** |
|  |  |  |
| **Dates employed:** |
|  |  |  |
| **Dates employed:** |

|  |
| --- |
| **Personal Statement** |
| **Please explain why you believe you are right for this role, what attracts you and why we should interview you** *(please include details of any relevant skills, knowledge and experience which support your application for the role as described in the job description and person specification)* |
|  |

|  |
| --- |
| ***Personal Statement Continued:***  *(continue on a separate sheet if necessary marked Personal Statement Continued)* |

|  |  |
| --- | --- |
| **Additional Information: Previous Convictions** | |
| Legislative provisions relating to the non-disclosure of ‘spent’ criminal convictions do not apply to certain occupations. Due to the nature of this position and the work of Gorebridge Community Development Trust’s work, the majority of its positions are included in this excepted type of employment under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and The Police Act 1997. Therefore, it is necessary for you to also complete a self-declaration form and return it to us alongside your application.  To ensure its confidentiality we recommend that the self-declaration form is sent (attached) as an additional document if emailing or send to us in a sealed envelope marked Private and Confidential to the address at the end of this form. This will only be opened/viewed if we wish to proceed with your application.  Any information given will be completely confidential and will only be seen by staff involved in the recruitment process for positions which involve contact with vulnerable people and/or sensitive information.  **Signed:** ………………………………………… **Date:** …………………………..  Please type your name, if you are invited to interview you will be asked to sign this document.  Under The Protection of Vulnerable Groups (Scotland) Act 2007 all positions which involve direct work, training or coaching with children, vulnerable adults, or those who work with them require membership of the Protection of Vulnerable Groups (PVG) Scheme which is administered by Disclosure Scotland. All employment or offers of work will be subject to satisfactory completion of this pre-employment check. Failure to disclose convictions or other important information could result in dismissal or disciplinary action by Gorebridge Community Development Trust  I confirm that I understand the above and agree that I will complete a PVG application or update form for the position to which I am applying.  **Signed:** ………………………………………….. **Date:** …………………………….  Please type your name, if you are invited to interview you will be asked to sign this document. | |
| **Do you have a driving licence?** | YES / NO |
| **If yes, please specify the type of licence held and any motoring convictions:** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please provide details of two references, one of which must be your current employer or your last employer if you are not currently working. We cannot accept references who are family members or people you only know as friends. Please ensure your references are happy to be contacted. | | |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Job title:** |  |  |
| **Company:** |  |  |
| **Address:** |  |  |
| **Telephone Number:** |  |  |
| **Email:** |  |  |
| **Relationship to you:** |  |  |
| **May we contact prior to interview?** |  |  |
|  | | |

|  |  |
| --- | --- |
| **Declaration** | |
| The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. It may be used by Gorebridge Community Development Trust for business purposes, including the prevention and detection of fraud, as well as for HR purposes and administration. In the event that you are appointed, this information will form part of your personnel record and will be treated as confidential. We will not disclose any of the information provided with any unauthorised person.  **I understand that any false, inaccurate or incomplete information provided in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.**  **I declare that all information given as part of my application is true.** | |
| **Please sign:** |  |
| **Date:** |  |

**Please return this form to before the closing date to:**

**Online:**

[beacon@gorebridge.org.uk](mailto:beacon@gorebridge.org.uk) with the subject heading *Private & Confidential Application Form*

Send to: Private and Confidential, Jane Burridge, Gorebridge Community Development Trust, 58 Main Street, Gorebridge, EH23 4BY