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**Application Form**

**If handwriting** please use black ink and write in block capitals.

**Post Applied For: Fundraising Assistant – 14 hours/week**

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| --- | --- | --- |
| **Personal details** | | |
| First Name |  | |
| Surname |  | |
| Address |  | |
|  | |
|  | |
| Postcode: | |
| Home telephone |  | |
| Mobile telephone |  | |
| Email address |  | |
| Where did you see the post advertised? |  | |
| If offered the post, when could you start? | |  |
| Disclosure Scotland/PVG Scheme membership, and where applicable SSSC  Registration, will be carried out. Please refer to the job description for details of what checks/registrations are required for this position.  Are you registered with the SSSC? **Yes / No**  (delete as appropriate)  If so in what capacity?  What is your registration number? \_\_\_\_\_\_\_\_  Are you currently a PVG Scheme member? **Yes / No**  (delete as appropriate)  If so are you a member for? **vulnerable adults / children / both**  (delete as appropriate) | | |

The information in sections 1 – 3 will be used for short listing purposes and will be seen by all those involved in the selection process.

**Section 1: Education and Training**

(proof will be required from the successful candidate).

Please refer to the job description for information of the academic and /or vocational qualifications relevant to this position.

|  |  |  |
| --- | --- | --- |
| Education or Training Qualification | Name of Establishment | Date  (from – to) |
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|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |
| Do you have a current driving licence?  What is the country of issue of your licence?  Do you have access to transport? | Yes / No (delete as appropriate)  ……………………………………..  Yes / No (delete as appropriate) | |

**Section 2: Employment History**

Start with your present or most recent employer. Complete in chronological order, including part time and voluntary employment. Also including explanations for periods not in employment or in training/education.

|  |  |  |
| --- | --- | --- |
| Date (from - to) | Work Role and Place of Work | Short description of duties |
|  |  |  |

**Section 3: Supporting Information**

Referring to the specific requirements of the Person Specification, please give details of how your personal qualities, experience and achievements to date would make you a suitable candidate for the post.

You can use examples from your working or personal life, including any voluntary work. Please make sure you give specific examples rather than just stating that you did a role / job or giving a job title as the selection panel will not be able to make assumptions based on this information alone.

It is helpful if you explain:

• How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result?

• When you learned the skills or knowledge?

• How often you used the skill or knowledge?

Please also give examples of how you meet the essential and desirable criteria outlined in the person specification.

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| **Please state if you are currently involved in a disciplinary or grievance procedure and any live formal warnings** |
|  |

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| **Please give details of any family or close relationships to existing employees or board member or Edinburgh women’s aid service users** |
|  |

**Section 4: Referees**

Please give the name and address of two referees. One reference must be from your current employer or most recent employer. References will not be accepted from relatives or friends. Please note that any offer of employment will be conditional upon receipt of two satisfactory references and enhanced disclosure check. Please do not use your current agency as a referee.

As a prospective employer we may contact any former employer in addition to the referees nominated below. However this will only be done in exceptional circumstances and we will advise of our intention before doing so.

**My current employer may be contacted prior to interview :**

**Yes / No** (delete as appropriate)

|  |  |  |
| --- | --- | --- |
| **1** | Name |  |
| Address |  |
|  |  |
|  |  |
| Daytime telephone number : | |
| Email address : | |
| In what capacity do you know this person? : | |
| **2** | Name |  |
| Address |  |
|  |  |
|  |  |
| Daytime telephone number : | |
| Email address : | |
| In what capacity do you know this person? : | |

**Section 5: Self Declaration Form and disclosure check**

This post will require completion of a **Self Declaration Form** and the appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.

(i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked “Self Declaration Form”. This Self Declaration Form will only be opened if you are offered and accept the role.

**Please Tick**

(ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

**Please tick**

**The next part of the form must be signed by the applicant in all cases.**

|  |  |  |
| --- | --- | --- |
| I declare that the information I have given is correct to the best of my knowledge. If any information should prove to be false, inaccurate or misleading, I understand that my application will be disqualified and, if an appointment is made then this may lead to dismissal. | | |
| Signature of applicant |  | |
| Date |  |  |