

Prospects Across Scotland Staff Application Form

Please complete application forms and return by email to

admin@prospectsacrossscotland.org.uk

This application form will be used for the purpose of assessing your suitability for the post you are applying for. Each section must be fully completed; please continue on a separate sheet of paper if needed. **Curricula vitae are not acceptable in lieu of completed application forms.**

Application Details	
Application for the post of:	Management Co-ordinator
Location:	Home based within Scotland
How did you find out about this post? If newspaper/website please state which one:	
If you have a disability, are there any arrangements we can make for you if you are selected for interview? If YES please specify, e.g. ground floor venue etc.	

Personal Details			
Surname:			
First Names in full:			
Preferred Name:			
Address, including postcode:			
Home telephone no:		Mobile telephone no:	
E-mail address:			
Are you entitled to work in the UK?			
<p><i>You will be required to bring evidence of your entitlement to work in the UK if invited to interview. Please note that Prospects is not a sponsor under the new points system.</i></p>			

Membership of any Professional Body			
Professional Body	Grade of Current Membership	Date Gained	Registration Number

Education and Training

Please supply details of schools attended, examinations passed since age 11. (You must be able to supply evidence supporting these qualifications e.g. exam certificates)

School / Further Education Institute attended	Name of Course	Qualifications gained and date achieved

Employment History			
<i>Please detail your full current employment and past employment below. Please ensure that your employment details are continuous or explain any gaps. Please detail any periods of unemployment or voluntary work. Document your major responsibilities and achievements, starting with your current employer. Please continue on a separate sheet if needed.</i>			
Current or most recent post			
Name of Employer:		Address of Employer:	
Job Title:		Length of time employed:	
Salary:			
Main duties/achievements:			
Reason for Leaving:			
Next most recent post:			
Name of Employer:		Address of Employer:	
Job Title:		Length of time employed:	
Salary:			
Main duties / achievements:			
Reason for Leaving:			

Next most recent post:			
Name of Employer:		Address of Employer:	
Job Title:		Length of time employed:	
Salary:			
Main duties/achievements:			
Reason for Leaving:			
Next most recent post:			
Name of Employer:		Address of Employer:	
Job Title:		Length of time employed:	
Salary:			
Main duties / achievements:			
Reason for Leaving:			

Notice Period			
What notice period are you required to give your current employer?			
Other Details			
Have you ever applied to/worked for/volunteered for Prospects Across Scotland? If so, please give details:			
Do you have any relatives or contacts at Prospects Across Scotland? If so, please give details:			
Do you hold a current UK driving license?	Yes/No	Full / Provisional	Manual / Automatic
Do you have any driving convictions (including penalty points)? If yes, please give details:			
Do you own or have use of a car?	Yes/No		
Are you able to work flexible hours?	Yes/No		
Have you ever been or are you currently subject to disciplinary action? If so please give details:			
Do you have any criminal convictions or any criminal proceedings pending? (Spent convictions under the Rehabilitation of Offenders Act 1974 may be excluded). If so please give details:			
Are you a member of PVG Scheme?	Yes/No		

Experience / Relevant Skills

You will only be short-listed for interview if you meet the required criteria as detailed in the attached Job Description and Person Specification. It is therefore essential that you fully describe how you meet the criteria, giving examples and dates as appropriate. Please continue on a separate sheet of paper if necessary.

Referees	
Present Employer:	
Name:	
Address:	
Previous Employer:	
Name:	
Address:	
Please describe any other information you feel is relevant to your application (e.g. courses attended, voluntary work, interests etc.)	

As the post applied for has an Occupational Requirement to be a Christian, please tick to confirm that you meet this requirement and you have completed and enclosed the following:

Appendix 1: Supplementary questions ☐

I confirm that the information which I have given on this application form is complete and accurate to the best of my knowledge and belief. I understand that I will be disqualified from consideration, or if appointed liable to dismissal, should it be found that information given is false or has been deliberately omitted.

Signed:

Date: