Colintraive and Glendaruel Development Trust General Manager & Development Officer Application Form

Section 1: Contact Details

| First Name |  | Last Name |  |
| --- | --- | --- | --- |
| Previous Name(s) - if applicable |  |  |  |
| Address |  |  |  |
| Town |  | Telephone |  |
| County |  | Mobile |  |
| Postcode |  | Email address  |  |
|  |  |  |  |

**Section 2: Employment Record**

**Present or most recent employer:**

Dates employed:

Employer's Address:

Notice period:

Position held and brief description of duties:

**Previous Employers**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name and address | Position(s) held | Date from | Date To |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3: Education and Training**

**Education**

Including Qualification(s) currently being undertaken

|  |  |  |
| --- | --- | --- |
| Qualification obtained, including grade | Date Awarded | School, College, University, IFE |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**Details of any membership(s) of Professional Associations / Bodies**

|  |  |
| --- | --- |
| Membership Details | Date Awarded |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Training (Relevant work related courses)**

|  |  |  |
| --- | --- | --- |
| Course title and subjects covered | Date and duration | Training organisation |
|  |  |  |
|  |  |  |
|  |  |  |

**Driving Licence**

Do you hold a current, clean, valid driving licence? Yes No

Please give details if you have answered ‘No’ to the above question:

Do you own or have use of a car? Yes No

**Leisure Activities**

What activities do your pursue in your leisure time?

**Section 4: Relevant experience and skills**

Please indicate how you satisfy the criteria set out in the job specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary.**Section 5: References**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel |  | Tel |  |
| Fax |  | Fax |  |
| Email |  | Email |  |

**Section 6: Declaration of criminal offences**

Do you have any warnings, offences, convictions, cautions, bindovers or any court cases pending or in your recent past as covered by the Rehabilitation of Offenders Act. If yes please give details and relevant date(s).

 Yes No

**Section 7 – Dismissal , disciplinary or capability procedures**

Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet.

 Yes No

**Section 8 – Asylum and Immigration Act 1996**

National Insurance No:

Do you require a work permit to work in the UK? Yes No

**Section 9 – Declaring an interest**

Please give details if you are related to or have a personal relationship with an Elected Member or Officer of the Trust:

**Section 10 – additional Information/special arrangements**

Dates and times when not available for interview:

Any other relevant additional information:

**Section 11: Declaration**

Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Trust's policies and procedures and human resource management purposes.

If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend CGDT against a legal challenge to the fairness of the selection process from any interested party.

The trust is under a duty to protect the funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering funds solely for this purpose.

I understand the information above and hereby

1. Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that the Trust deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my dismissal from the Trust’s service.

2. Agree that the information I give the Trust in connection with this application for employment may be stored and processed for the purposes stated above.

3. Consent to the Trust undertaking any checks it may deem necessary in connection with my application.

4. Agree to the Trust asking my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.

5. Understand that canvassing of Board Members directly or indirectly in connection with any appointment shall disqualify me.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm I am not disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body. I understand that the provision of false information may possibly result in referral to the police.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Recruitment Monitoring Form**

CGDT is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored. This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

**Section 12 – Personal details**

|  |  |  |
| --- | --- | --- |
| Sex | Male | Female |
| Date of Birth |  | Age |
| Ethnic Group | White | Mixed |
|  | British | White & Black Caribbean |
|  | Irish | White & Black African |
|  | Any other white background, please give details: | White & Asian |
|  | Any other mixed background, please give details |  |
|  | Asian or Asian British | Black or Black British |
|  | Indian | Caribbean |
|  | Pakistani | Africa |
|  | Bangladeshi | Any other black background, please give details: |
|  | Any other Asian background, please give details: |  |
|  |  |  |
| Nationality |  |  |
| Religion | Christian | Muslim |
|  | Hindu | Jewish |
|  | Sikh | Buddhist |
|  | Johovah Witness | None |
|  | Any other religion |  |
| Sexual Orientation | Bisexual | Lesbian |
|  | Gay | Heterosexual |
|  | Prefer not to say |  |

**Section 13: Disability**

CGDT is committed to ensuring that employees who have a disability are given every possible assistance in the workplace.

Do you consider yourself to be disabled? Yes No

**What do we mean by a disability?**

The Disability Discrimination Act defines disability as ‘a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.

Examples of Disabilities

The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

\* Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability

\* Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury

\* Mental health e.g. schizophrenia, depression, severe phobias

\* Speech Impairment e.g. stammering

\* Learning Disabilities e.g. Down’s syndrome

\* Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.

**Section 14: Advertising monitoring**

How did you find out about this vacancy?

Please list which publication or internet site:

I understand that the Declaration in Section 12 applies to this monitoring form as well as the main application form.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for completing this application form, please see guidance notes for return address and contact details.**

**Notes for Applicants on Completing the Application Form**

The following information is designed to help you complete the application form as effectively as possible. Please contact the Trust secretary, if you require assistance in completing the form, or need the form in an alternative format.

Please read the information pack paying particular attention to the job description and person specification. You can provide a CV in addition to the application form.

SECTION 1

Contact Details

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work. We would prefer to contact you via e-mail if possible so please confirm your preferred e-mail address in the relevant box. Please provide all previous names.

SECTION 2

Employment Record

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.

Please continue with this section on a separate sheet if necessary.

SECTION 3

Education & Training

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

SECTION 4

Experience & Skills

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the job specification. It is therefore very important that you address all the areas identified in the job specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc. You may find it helpful to do a rough draft first making sure you have covered all the requirements of the job specification.

SECTION 5

References

All offers of appointment depend on receiving references satisfactory to the Trust. If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job. References will not be accepted from relatives or from people writing solely in the capacity of friends. Further advice on who is suitable as a referee is available from the Trust. The Trust reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable. For certain posts we reserve the right to contact any previous employer for a reference at any time. We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

SECTION 6

Declaration of Criminal Offences

You must give details of any warnings, offences, convictions, cautions or bindovers you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

SECTION 7

Dismissal, disciplinary or capability procedures

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

SECTION 8

Asylum and immigration act 1996 -

Eligibility to Work

Please complete this section fully, relevant documentation will be checked for the successful candidate.

SECTION 9

Declaring an Interest

Failure to disclose an interest will disqualify you from being appointed to a post with CGDT.

SECTION 10

Additional Information/Special Arrangements

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

SECTION 11

Declaration

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed.