

DUNFERMLINE GREENSPACE SCIO

Application for Employment

Candidate No.:



Important Notes:

Please read the guidance notes before completing this form.

Sections A to C and Section G (the first and last pages) will be detached from the rest of the application and that information will not be available to the shortlisting panel.

We do **not** accept CVs or faxed applications. We do accept e-mailed applications, but a signed copy is still required and must be received within 3 days of the application closing date. Please e-mail completed applications to: helen@fva.org

Send completed and signed applications (marked as private and confidential) to the postal address: FAO Helen Rorrison, Fife Voluntary Action, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AL

POST APPLIED FOR:

SECTION A - PERSONAL DETAILS

Forename(s) _____ Surname(s) _____	
Address _____	
_____	Postcode _____
Telephone No. (Home) _____	Mobile _____
Telephone No. (Work) _____	(if convenient)
E-mail address: _____	

SECTION B - HEALTH INFORMATION

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process. Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview:

Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties:

SECTION C - GENERAL INFORMATION

Are you currently eligible for employment in the UK? Yes No
(You will be required to provide proof of this before commencing employment)

REHABILITATION OF OFFENDERS ACT 1974 - If you have previously been convicted of any offences, please give details unless the conviction can be regarded as "spent" in terms of the Rehabilitation of Offenders Act 1974. See the guidance notes for completing this application form for more information. If the position which you have applied for has been assessed as eligible for a Disclosure check, this will also be carried out prior to employment verification.

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SECTION D - EDUCATION AND TRAINING

Please list school level subjects (continue on a separate sheet if required)

Subject	Qualification

Please provide details of any higher education undertaken

University or college	Degree or qualification obtained	Duration

Please provide details of any professional qualifications held and not listed above

Qualification	Relevant body	Duration

Other training relevant to this application

Name of Course	Provided by	Duration

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SECTION E - EMPLOYMENT RECORD

Present or Most Recent Employment

Name and address of employer _____

Nature of Business _____

Post Held _____

Date Appointed _____ Date Left (if applicable) _____

Salary Scale £ _____ to £ _____ Present Salary £ _____ Notice Period _____
(if applicable)

Reason for leaving/wish to leave _____

Please give a brief outline of your duties and responsibilities _____

Previous Employment (Please continue on additional sheet if necessary)

Name and address of employer and nature of business	Dates		Post title and brief details of main duties	Reason for leaving
	From	To		

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SECTION F - SUPPORTING STATEMENT

Please refer to our guidance on completing this form. In this section, please tell us how you match the person specification citing relevant and specific examples from your work experience and include your knowledge about the Dunfermline community area. Supply other relevant details in support of your application and describe the contribution you would make to the organisation. *(Please continue on a separate sheet if necessary).*

Do you hold a current driving licence? Yes No Do you have access to a car? Yes No

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STORAGE OF SENSITIVE INFORMATION

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Dunfermline Greenspace.

We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.

I authorise the collection of this information by Dunfermline Greenspace so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I can access, according to the Data Protection Act 2018, the information regarding my personal data that is kept by Dunfermline Greenspace by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature _____ Date _____

REFERENCES

Please supply full details of two referees whom we may approach, one of whom should ideally be your present or most recent employer. If you are self-employed or have not been in employment then please give details of two people who have direct knowledge of your skills and abilities and have known you for at least 3 years.

Name _____ Name _____

Organisation _____ Organisation _____

Occupation _____ Occupation _____

Address _____ Address _____

Postcode _____ Postcode _____

Telephone No. _____ Telephone No. _____

Can we contact before interview? Yes No Can we contact before interview? Yes No

DECLARATION

I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed by submitting this application.

I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise Dunfermline Greenspace to verify information contained in this application via telephone, e-mail, or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and/or health information should this be necessary for this post.

Signature _____ Date _____

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SECTION G - EQUAL OPPORTUNITIES MONITORING (OPTIONAL)

Dunfermline Greenspace aims to ensure that individuals are not discriminated against on the grounds of race, colour, culture, ethnic origin, religion, gender, disability, marital status, responsibility for dependants, sexual orientation, or age. In order to monitor our effectiveness of this aim, all job applicants are asked to complete this form. The information will be used for monitoring purposes only. The recruitment panel will not have access to this form.

Please complete all sections of the questionnaire below by placing a tick (✓) or by providing information where appropriate in the classification box applying to you in each section.

GENDER, SEXUAL ORIENTATION, and IDENTITY (THIS SECTION IS OPTIONAL)

How would you choose to identify yourself?

AGE

Under 21 22 - 34 35 - 49 50 - 64 65+

DISABILITY

Do you have a recognised disability as outlined in the Equality Act 2010, that is, a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?

Disabled Please state what that disability is:

Not Disabled

RELIGION/BELIEF

How would you choose to identify yourself?

ETHNIC ORIGIN

How would you choose to identify yourself?

Position applied for: _____

How did you find out about this vacancy? _____