All candidates are asked to complete the following 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 gathered on the form will be retained for no longer than is necessary for the purposes of processing the application. Details of our Privacy Statement are available upon request.

**General Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Position Applied For** |  |
| **Current Employer** |  |
| **Notice Period** |  | **Current Salary** |  |

**Location**

Green Action Trust operates a hybrid working pattern, with *at least one day per week* required to be based within our central Scotland office, along with any onsite work across Scotland. Unless otherwise specified in the recruitment pack, if you are unable to meet these requirements your application will be rejected.

|  |  |
| --- | --- |
| **Are you currently eligible for employment in the UK? (Y/N)** | (n.b. if on a work/student visa please advise the nature and expiry date of this, Green Action Trust will not currently cover the cost of visa applications.) |
| **Are you planning to relocate to undertake this role?** (Green Action Trust will not cover relocation costs) |  | **Are you able to commute to the Stepps office and sites as required at least one day per week?** |  |
| **Do you hold a full UK driving licence? (Y/N)** |  | **Access to a Vehicle (Y/N)** |  |

**Referees**

We will only contact referees if we are making you a job offer. One should be from a work capacity.

|  |  |
| --- | --- |
| **Name** |  |
| **Position and Organisation** |  |
| **Relationship to candidate** |  |
| **Contact information** | Email |  |
|  | Telephone |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Position**  |  |
| **Relationship to candidate** |  |
| **Contact information** | Email |  |
|  | Telephone |  |

**Health / Medical Information**

|  |
| --- |
| **Do you have, or have you had, any recurring health problems, which are likely to affect your ability to fulfil the requirements of the post? Y/N, if Y please give details:** |
| *Applications from disabled candidates are welcomed and the organisation 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 duties of the role:** |
|  |

**Criminal Convictions**

|  |
| --- |
| The nature of Green Action Trust’s work means that some staff may have regular and ongoing contact with young people and vulnerable adults. For this reason, it will be necessary to carry out criminal record checks (Disclosures) as part of the recruitment process for some posts within the organisation, under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.Do you have any criminal convictions? YES [ ]  NO [ ]  All convictions MUST be listed on the Conviction Declaration Form, which should be returned, as a separate attachment, clearly marked with your name, along with your application form. The Conviction Declaration Form document will only be opened if you are to be invited for interview, otherwise it will be deleted accordingly |

**Please return this form as per the instructions in the recruitment pack, or return to:**

Rebecca Robertson, Head of Corporate Services, Green Action Trust

rebecca.robertson@greenactiontrust.org

**THANK YOU**