

**Application Form**

**APPLICATION FOR EMPLOYMENT**

# POST APPLIED FOR:

|  |  |
| --- | --- |
| **Important Notes:**The section of the form containing personal details will be detached from the rest of the application and that information will not be available to the shortlisting panel.If the form is not completed and submitted online, please complete it in black ink using BLOCK CAPITALS. | **Returning your application.**Applications should be sent to: **recruitment@greenactiontrust.org** |

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname:**Click or tap here to enter text. | **Initials:**Click or tap here to enter text. |
| **Address:**Click or tap here to enter text. |
| **E-mail:**Click or tap here to enter text. |
| **Phone No (day):**.Click or tap here to enter text. | **Phone No (evening):**Click or tap here to enter text. |

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1. **EDUCATION AND TRAINING**

*(Please continue on a separate sheet if required)*

***Secondary Education***

|  |  |  |
| --- | --- | --- |
| **Certificates gained** | **Subjects/Modules** | **Grades/Bands** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

***Further and Higher Education***

|  |  |  |
| --- | --- | --- |
| **Where attended** | **Course****(show full or part-time)** | **Qualification and date gained** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

***Other Relevant Training***

|  |  |  |
| --- | --- | --- |
| **Name of course** | **Provided by** | **Duration** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

***Professional Qualifications***

|  |  |  |
| --- | --- | --- |
| **Name of Professional Body** | **Class of Membership** | **Date obtained** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. **EMPLOYMENT HISTORY**

*(Please continue on a separate sheet if required)*

|  |  |  |
| --- | --- | --- |
| **Employer’s name, address & business** | **Dates** | **Job title and summary of main duties and responsibilities (please include salary for current employer)** |
| **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Person Specification

**Tell us how you match the essential and desirable elements of the person specification citing relevant and specific examples from your work experience relevant to the job description.**

Click or tap here to enter text.

# Other Information

**Please supply any other relevant details in support of your application and describe the contribution you would make to this post within the organisation.**

Click or tap here to enter text.

1. **OTHER INTERESTS**

**Please give details of your social interests, hobbies, sports and membership of clubs and societies including special responsibilities: -**

Click or tap here to enter text.

1. **REFEREES**

**Please give details of two referees (who are not related to you), one of whom is your current employer. References for all candidates to be called for interview will be taken up.**

|  |  |  |
| --- | --- | --- |
| **Name:****Organisation:****Full Postal Address:****Tel. No: Email: Relationship:** | Click or tap here to enter text. | Click or tap here to enter text. |

1. **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 this post? YES NO**

**If yes, please give details:**

Click or tap here to enter text.

**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:**

Click or tap here to enter text.

**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 job:**

Click or tap here to enter text.

1. **GENERAL INFORMATION**

Please detail any endorsements or convictions: Click or tap here to enter text.

Notice period required for current role: Click or tap here to enter text.

NO

YES

Do you have access to a vehicle?

NO

YES

Do you hold a full UK driving licence?

You will be required to provide proof of this before commencing employment.

NO

YES

Are you currently eligible for employment in the UK?

1. **CRIMINAL CONVICTIONS**

NO

YES

Do you have any 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.

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.

1. **DECLARATIONS (**Please read carefully)

I certify that all information contained in this form is true and correct to the best of my knowledge. I understand that if I am offered a post the information submitted in my application form will form the basis of my employment with Green Action Trust, and, if it is subsequently discovered that I have wilfully given false information or withheld information, then I will be liable to immediate dismissal.

I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory Disclosure Scotland results (where appropriate) and a probationary period.

I authorise Green Action Trust 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 health information should this be necessary for this post.

Signature *(Please sign with initial and surname only):*

X

Applicant

Date: Click or tap to enter a date.

# 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 Green Action Trust who 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. Details of our Privacy Statement are available upon request.

I authorise the collection of this information by Green Action Trust 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 am able to access the information regarding my personal data that is kept by Green Action Trust by providing a written request. I can also request the correction, addition or elimination of any data through this written request.

Signature *(Please sign with initial and surname only)*:

X

Applicant

Date: Click or tap here to enter text.

# EQUAL OPPORTUNITIES MONITORING

Green Action Trust’s Equal Opportunities Policy 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 dependents, sexual orientation or age. In order to monitor the effectiveness of the policy, all job applicants are asked to complete this form. The information will be used for monitoring purposes only.

We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available upon request.

You are not obliged to give complete this form and in doing so you acknowledge that any consent given is freely given for Green Action Trust to process this information and to comply with data protection legislation. Your job application is not dependent on your giving consent to our processing of this data

Please following the below link or QR code in order to access the Equal Opportunities Monitoring Form.

<https://www.surveymonkey.co.uk/r/GAT-EqualOpps>



# CHECKLIST

Cover letter completed in line with the recruitment pack criteria

All sections of the application form completed in line with recruitment pack criteria

Equal Opportunities from completed online

Criminal convictions form completed