

**APPLICATION FORM**

Please complete this Application Form in black ink or type and email to [recruitment@childrenshealthscotland.org](mailto:recruitment@childrenshealthscotland.org). Please answer all questions.

**POST:** Fundraising and Marketing Coordinator

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| **PERSONAL DETAILS** | |
| Initials: | |
| Previous surnames if they have changed through deed poll or by marriage:  Surname: | |
| National Insurance Number: | |
| Contact Address:  Postcode: | |
| Email Address: | |
| Home Phone: | Mobile Phone: |
| Work Phone: | |
| Can we contact you at work?  Yes  No | |
| Do you hold a current driving licence?  Yes  No | |
| Do you have the use of a car?  Yes  No | |

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| **EDUCATION** | | | | | | |
| Starting with the **most recent**, please list your education history including any professional qualifications. | | | | | | |
| Dates | | School, College, or University | Full or Part time | Subjects Taken | Qualifications | Grades achieved |
| From | To |
|  |  |  |  |  |  |  |

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| **Qualifications you are currently studying for (if applicable)** | | |
| Qualification | Level/part/other details | Date you expect to finish |
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| **TRAINING AND DEVELOPMENT** | | | | |
| Starting with **the most recent,** please give details of any training courses or events you have attended which are relevant to this post. | | | | |
| Dates | | Course Title | Course provider | Summary of Content |
| From | To |
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| **CURRENT/MOST RECENT EMPLOYMENT** | | |
| Name and address of current employer (or most recent if not currently in employment): | | |
| Job Title: | | |
| Start date: | Current Salary: | Period of Notice: |
| Reason for leaving/intending to leave: | | |
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Please give a brief summary of the main duties of your current job:

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| --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | | | |
| Please give details of all your previous jobs, starting with the most recent. Explain any gaps in your employment and include any work experience placements as appropriate. | | | | | | |
| Dates | | Employers Name and address, including postcode | Job Title | Summary of your key duties | Salary | Reason for leaving |
| From | To |
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| **EMPLOYMENT HISTORY continued** | | | | | | |
| Dates | | Employers Name and address, including postcode | Job Title | Summary of your key duties | Salary | Reason for leaving |
| From | To |
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| **VOLUNTARY/COMMUNITY WORK** | | |
| Please give details of any voluntary or community activity in which you have been involved. | | |
| Dates | | Activity |
| From | To |
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| **PERSONAL STATEMENT** |
| Please write a statement supporting your application, covering the skills and knowledge you have which are relevant to the post. **By using relevant and specific examples, please demonstrate how you meet the criteria set out in the Person Specification.** |
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**Please tick box if you are attaching a continuation sheet, and please write your name on the sheet**.

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| **REFEREES** | |
| Please give the name and address of two referees, one of whom must be your current employer (or most recent if not currently working) or an academic referee if you have just finished school/college etc. Relatives or partners are not acceptable as referees. We will only take up references in writing after interview if you are being considered for the post or once we have made a provisional offer of employment. Any reference(s) may also be followed up by telephone. We reserve the right to verify any part of your application form by asking for further references.  **All appointments are subject to the receipt of satisfactory references.** | |
| **Present/last employer or academic referee** | **Second referee** |
| Name: | Name: |
| Job Title: | Job Title: |
| Address: |  |
| Email: | Email: |
| Phone: | Phone: |
| Relationship to you: | Relationship to you: |

Address:

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| **DECLARATIONS** |
| Have you any unspent criminal convictions or cautions or are you currently the subject of any police investigation whether in the UK or any other country?  **YES**  **NO** |
| If yes, please provide full details, including the approximate date, the authority and the country concerned:  **Note:** Due to the nature of our work, posts with CHS are exempt from the Rehabilitation of Offenders Act 1974. You must therefore give details of any unspent offences. Any information you supply in respect of the above question will be treated as confidential and will not necessarily prevent you from being considered for the post for which you have applied. Only relevant convictions/cautions will be taken into consideration at short listing or interview stage. |
| I understand that this post is subject to disclosure checks and if successful in my application I agree to undertake a scheme record disclosure for regulated work with children check. I understand that the appointment, if offered, is subject to, if appropriate, confirmation of qualifications and/or professional registration.  I certify that the information given in this form is correct and understand that any misleading information or deliberate omissions will be regarded as grounds for withdrawal of an offer or, if appointed, subsequent disciplinary actions which could lead to dismissal.  **Signed: Date:** |

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| **DATA PROTECTION ACT 1998 and General Data Protection Regulation (GDPR)** |
| The information in this application form will be held in the strictest confidence and in accordance with the above**.** |
| Your personal details will be treated as confidential and kept no longer than necessary. If your application is successful it will become part of your personal records. Some of the information may be held on a computer database. |

