Gorebridge Beacon

**Application for employment**

Hunterfield Road

Gorebridge

EH23 4TT

Registered Charity no SC025474 01875 820 889

Company Limited by Guarantee no 240729 info@playmidlothian.org.uk

The equal opportunities monitoring form, plus the section of this application with Q1 to 7, will be detached from the remainder of your application and will not be used to shortlist candidates. The interview panel will only see Q1-7 prior to the interview. Please complete all sections. The form can be completed on-screen but must be hand-signed at some point. If you return the form by email, and are offered an interview, it can be signed then. **Please return the form to the postal address above or to info@playmidlothian.org.uk.**

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| **1) Contact details** |
| **Full name:** |       |
| **Address:** |       |
| **Postcode:** |       |
| **Email address:** |       |
| **Phone number(s):** |       |

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| **2) Eligibility to work in the UK**  |
| **Do you need a permit to work in the UK?** |       |
| If shortlisted for interview you will be required to provide proof of eligibility to work in the UK. |

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| **3) Availability** |
| **Which days of the week/times do you expect to be available? When would you be able to start work?** |       |

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| **4) Absence from work due to ill health** |
| **Number of days off work sick in past two years:**  |       |

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| **5) Support to attend interview** |
| **To support attendance at interview (if short-listed) do you have any particular needs (e.g. mobility)?** |       |

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| **6) Play Midlothian publicity** |
| **Where did you hear about this post?** |       |

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| **7) Referees** (please give details of two referees who can comment on your suitability for this job, one of which must be your current/most recent employer or if not previously employed a school/college reference) |
| **First referee** |
| **Name:** |       |
| **Position:** |       |
| **Organisation:** |       |
| **Address:** |       |
| **Email address:** |       |
| **Telephone no:** |       |
| **Relationship to you:** |       |
| **Can we contact prior to job offer?** | YES [ ]  NO [ ]  |
| **Second referee** |
| **Name:** |       |
| **Position:** |       |
| **Organisation:** |       |
| **Address:** |       |
| **Email address:** |       |
| **Telephone no:** |       |
| **Relationship to you:** |       |
| **Can we contact prior to job offer?** | YES [ ]  NO [ ]  |

**8) Privacy information**

*We collect your data because of our legitimate interests in assessing your application for employment and in some cases to meet our legal obligations (for example to check eligibility to work in the UK or suitability to work with children). You can view our full privacy notice, including who we share your data with, how we keep your data, and your rights with respect to your data on our website (under ‘privacy notices’ in the ‘about us’ section).*

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| **9) Declaration**I confirm that the information I have given on this application form is correct and that misleading statements may result in my dismissal if they become known after my appointment. I understand Play Midlothian may check any information I am unable to personally verify.  |
| **Signed:** |  |
| **Date:** |  |

Application continues on next page…

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| **10) Position applied for:** |       |

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| **11) Current / most recent employer/** (or if not previously employed any voluntary work) |
| **Organisation:** |       |
| **Address:** |       |
| **Postcode:** |       |
| **Position in organisation:** |       |
| **Date employment began:** |       |
| **Date employment ended:** |       |
| **Summary of duties:** |       |

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| **12) Employment history** (starting with most recent, including paid and voluntary work) |
| **Organisation:** |       |
| **Address:** |       |
| **Postcode:** |       |
| **Position in organisation:** |       |
| **Date employment began:** |       |
| **Date employment ended:** |       |
| **Brief summary of duties:** |       |
| **Organisation:** |       |
| **Address:** |       |
| **Postcode:** |       |
| **Position in organisation:** |       |
| **Date employment began:** |       |
| **Date employment ended:** |       |
| **Brief summary of duties:** |       |
| **Organisation:** |       |
| **Address:** |       |
| **Postcode:** |       |
| **Position in organisation:** |       |
| **Date employment began:** |       |
| **Date employment ended:** |       |
| **Brief summary of duties:** |       |
| **Organisation:** |       |
| **Address:** |       |
| **Postcode:** |       |
| **Position in organisation:** |       |
| **Date employment began:** |       |
| **Date employment ended:** |       |
| **Brief summary of duties:** |       |
| Please continue on another sheet and attach to the application if necessary |

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| **13) Education / qualifications achieved plus training courses attended** |
| **Year** | **Level & Grade** | **Awarding body** | **Subject / further info** |
|       |       |       |       |
| Please continue on another sheet and attach to the application if necessary |

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| **14) Further information in support of your application**Please explain why you are applying for the job and what it is about your skills, knowledge, experience and abilities that make you the best person for the job, with reference to the job description and person specification (please do not use more than one page): |
|       |