

Employment Application

**Fundraising and Supporter Assistant**

Post applied for:

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First name |  |

|  |  |  |
| --- | --- | --- |
| Home address | |  |
|  | | |
| Town/City |  | |
| Postcode |  | |
| Telephone |  | |
| Email |  | |

This application form has been developed in line with Scottish Government safer recruitment practice. Please ensure you respond accurately to all questions. If appointed, failure to disclose full and accurate information may lead to summary dismissal at a later date.

Please give details of any qualifications, education or training experience relevant to this post. Please give dates and providers.

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**Employment / volunteering history**

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| --- | --- | --- |
| Present/Most recent employer (whether paid or voluntary) | |  |
| Address |  | |
| Town/City |  | |
| Postcode |  | |
| Telephone |  | |

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| --- | --- | --- |
| Job title |  | |
| Date of taking up post | |  |
| Date of relinquishing post (if relevant) and reason | |  |

Brief description of your duties

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**Employment History** (continued)

Please describe previous employment/work experience, including unpaid and voluntary work, giving dates of employment and reasons for leaving. If there are any significant gaps in employment, please explain.

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**Experience/skills**

Please refer to the Person Specification and Job Description and explain why you are applying for this post.

Please describe previous experiences, relevant knowledge and personal skills that would help make you effective in this role.

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**References**

Please give names and addresses of two referees, where possible one of whom should be your present/most recent employer.

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| --- | --- | --- |
| Name |  | |
| Company name | |  |
| Address | |  |
| City, Postcode | |  |
| Telephone | |  |
| Email | |  |
| Position in relation to the candidate – e.g. current line manager | |  |

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Company name | |  |
| Address | |  |
| City, postcode | |  |
| Telephone | |  |
| Email | |  |
| Position in relation to the candidate – e.g. previous line manager | |  |

Please note: we may contact previous employers other than those nominated above. Do you agree to Dean and Cauvin contacting your references prior to interview?

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| --- | --- |
| Yes | No |

**Declarations and Questions**

**Convictions and Cautions**

Rehabilitation of Offenders Act 1974

Under the provisions of the Act do you have any cautions or convictions, whether spent or unspent? **YES/NO**

If yes, please give details.

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**Please answer the following questions.**

1. Are you related to, or in a close relationship or friendship with, anyone who works in the Trust or is on the Board of Governors of the Trust?

**YES/NO**

If yes please state the person/people concerned and explain the nature of the relationship.

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1. Are you on the Disqualified from Working with Children list established under the Protection of Children (Scotland) Act 2003 or on any equivalent list in another UK jurisdiction? **YES/NO**
2. Have you been the subject of any disciplinary/grievances procedures in the last five years? **YES/NO**

If yes please give full details.

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I hereby apply for the post with Dean and Cauvin Young People’s Trust and confirm that the information I have provided is accurate. I agree to Dean and Cauvin contacting my references.

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| --- | --- |
| Signed |  |
| Date |  |

Please return the completed application form to:

Inga Orlowska, Dean and Cauvin Trust, 68 St John’s Road, Edinburgh, EH12 8AT

or by email to [recruitment@deanandcauvin.org.uk](mailto:recruitment@deanandcauvin.org.uk)

*Data Protection: All personal data acquired by Dean and Cauvin Trust from the applicant shall only be used for the purposes of this employment application. No information will be further processed or disclosed without the consent of the applicant. Application Form will be kept for our record for 3 months from interview date.*