**Girvan Youth Trust**

**Application Form**

| **Post Applied For** | Project Supervisor (Hand in Hand) |
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**Personal Details**

| **Name** |  |
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| **Address** |  |
| **Postcode** |  |
| **E-mail Address** |  |
| **Contact Number** |  |
| **National Insurance Number** |  |

| **Are there any restrictions on you taking up employment in the UK? If yes, please detail below** |
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**Employment History**

| **Present/Most Recent Employer** |  |
| --- | --- |
| **Address** |  |
| **Postcode** |  |
| **Job Title** |  |
| **Employment Dates** |  |
| **Brief Description of Main Duties** |  |
| **Reason for Leaving (if applicable)** |  |

**Previous Employment History**

Please list any previous paid/unpaid work or any other relevant experience in chronological order:

| **Employer (incl. Address)** | **Job Title** | **Employment Dates (MM/YY)** | **Reason for Leaving** |
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**Education & Training**

Please list all relevant qualifications and training gained in chronological order:

| **Qualification** | **Grade** (if applicable) | **Awarding Body** | **Institution/****Education Establishment** | **Date Obtained** |
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**Membership of Professional Bodies**

| Please list all membership details starting with the most recent: |
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**Reasons for Applying for this Post**

| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the Job Description and Person Specification):Please use additional space if required. |
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The skills and experience preferred are detailed in the job description and person specification. Please tell us how you have demonstrated the following competencies, using specific examples.

**Supported, mentored or trained others**

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**Built and maintained positive stakeholder relationships**

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**Conducted a difficult conversation**

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**Worked with people with Additional Support Needs**

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**Planned and delivered a group event or activity**

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**References**

Please give details of two people who will provide a reference in support of your application. **One should be your current/most recent employer:**

| **Reference 1** |
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| **Name** |  |
| **Relationship to you** |  |
| **Address (incl. Postcode)** |  |
| **Contact Number** |  |
| **E-mail Address** |  |
| **Can we contact this person prior to interview?** | YES/NO |

| **Reference 2** |
| --- |
| **Name** |  |
| **Relationship to you** |  |
| **Address (incl. Postcode)** |  |
| **Contact Number** |  |
| **E-mail Address** |  |
| **Can we contact this person prior to interview?** | YES/NO |

| **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.** **Girvan Youth Trust undertakes to treat all applicants fairly and not to discriminate unfairly on the basis of conviction or other information revealed. Therefore, although we ask you to indicate any criminal record you may have, and to provide other relevant information, this will not necessarily debar you from working for Youth Scotland. This will depend on the nature of the position, together with the circumstances and background of your offence(s) or any other disclosure.****As part of our recruitment process, the self-disclosure form should be completed and returned with application form.  The form should be returned in a separate sealed envelope and will only be opened if the candidate is provisionally offered the role subject to the outcome of the disclosure.  Any self-disclosure forms for unsuccessful candidates will be securely destroyed without being opened.****Please detail any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974:****In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.** |
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| If none, please state: |

| **This post falls under the criteria of 'regulated work' and appointment will be conditional upon satisfactory PVG Scheme membership. If successful, you will be asked to join the PVG Scheme, or have an Update carried out if you are already a member. The cost of this will be covered by Girvan Youth Trust.****If you are a member of PVG Scotland, please provide your ID number and Date of Membership below:** |
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| **Membership ID** |  |
| **Date of Membership** |  |

| **Do you possess a Driving License?** | YES/NO |
| --- | --- |
| **Date License obtained (MM/YY)** |  |
| **Do you have access to your own vehicle?** | YES/NO |
| **Do you have any convictions on your license? If yes, please detail:** |  |

| **Data Protection****1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.****2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.****3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for.**  |
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**Declaration**

| **1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.****2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.****3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.** |
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| **Signed** |  |
| **Name** |  |
| **Date** |  |

**Submitting your application:**

Please save your complete application as a PDF and e-mail as an attachment to recruitment@z1girvan.org.uk with the subject line **Project Supervisor Vacancy.**