

Application Form

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| Please return completed form to: **Recruitment, The Abbotsford Trust, Melrose, Roxburghshire, TD6 9BQ or you can return via email at vacancies@scottsabbotsford.co.uk** |  | Internal Code  HSW |
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Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **You may attach a CV**. Type/write clearly in black ink.

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| **POST APPLIED FOR: Assistant House Manager (maternity cover – 12 months)** |
| **Where did you see post this advertised?** |

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** |  | | **Title** |  |
| **Other Names** |  | | | |
| **Address** |  | | | |
| **Phone (day):** |  | **Phone (evening):** |  | |
| **Mobile** |  | **Email:** |  | |

*Should we need to contact you at work we will always be discreet*

**WORK PERMIT**

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| --- | --- |
| Do you have the right to work in the UK?  (You will be asked to bring along documentation to demonstrate your right to work in the UK should you be invited to interview) | * Yes * No |

**REFERENCES**

*Employment at The Abbotsford Trust is offered subject to receipt of satisfactory references, a Criminal Convictions Disclosure Form and where applicable, a Disclosure Scotland check.*

Please give details of two referees. One of these should be **the line manager** from your present or most recent employer (or voluntary work).  These should not include relatives or personal friends.  We will not take up references without your personal permission, or before interview.

**First Referee**

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| --- | --- |
| **Name:** |  |
| **Relationship to you:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone (day):** |  |
| **Email:** |  |

**Second Referee**

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to you:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone (day):** |  |
| **Email:** |  |

**EDUCATIONAL AND TRAINING HISTORY**

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| **Education and Qualifications**  Please list below your formal education and qualifications, and where you studied for them (school, college, university). If gained in a country other than the UK please indicate at what level – e.g. A-level / Higher equivalent. |
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| **Vocational or professional qualifications/other training**  Please tell us about any training or qualifications you have received or are undertaking which you feel may be relevant to this post. Include the course title, and where you studied for it. |
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**EMPLOYMENT HISTORY**

**Start with your present or most recent employer.** Briefly describe your duties and responsibilities, as you may wish to refer to these more fully under the Experience and Skills section which follows. Please include details of any voluntary work which may be relevant.

**Current position**

|  |  |
| --- | --- |
| **Dates (from/to):** |  |
| **Name and address of employer:** |  |
| **Job title:** |  |
| **Brief outline of duties** |  |
| **Current salary & benefits:** |  |
| **Reason for leaving:** |  |
| **Notice period required:** |  |

**Previous employment**

|  |  |
| --- | --- |
| **Dates (from/to):** |  |
| **Name and address of employer:** |  |
| **Job title & brief outline of duties:** |  |
| **Salary & benefits:** |  |
| **Reason for leaving:** |  |
| **Dates (from/to):** |  |
| **Name and address of employer:** |  |
| **Job title & brief outline of duties:** |  |
| **Salary & benefits:** |  |
| **Reason for leaving:** |  |
| **Dates (from/to):** |  |
| **Name and address of employer:** |  |
| **Job title & brief outline of duties:** |  |
| **Salary & benefits:** |  |
| **Reason for leaving:** |  |

**SKILLS/EXPERIENCE AND ADDITIONAL INFORMATION**

*This is your chance to tell us why you feel you are a suitable candidate for this post.*

Please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to the position.

**Read the job description thoroughly before you answer this section as it outlines the skills, knowledge and experience required for this post. We draw up a short list on the basis of this information.**

**You may attach additional pages if you wish.**

Give examples of your skills and abilities, drawing on your experience in education, working, voluntary or personal life. Ensure that the information you give is relevant to the advertised post. Experience gained outside the UK is also relevant so don’t forget to include this.

Should you be shortlisted you will be asked to provide details of any unspent convictions. Spent convictions do not have to be declared where the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. For roles involving regulated work with children and/or protected adults the successful candidate will also be required to undergo successful membership of the PVG Scheme or a Scheme update.

**DECLARATION**

I certify that the information given on this form is correct to the best of my knowledge true and complete. I consent to The Abbotsford Trust checking any information provided in this application and agree to the information being used in accordance with the purposes stated above and in line with the Data Protection Act 1998 and GDPR. *The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.*

**Signed:**

**Date:**

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