Icon

Description automatically generated**PRIVATE AND CONFIDENTIAL - APPLICATION FOR EMPLOYMENT**

**FINDERNE DEVELOPMENT TRUST: PROJECT CO-ORDINATOR – ‘Connecting Finderne’**

**DATA PROTECTION ACT 1998**

The personal information collected on this form will only be used for the purposes of recruitment and selection for the post you have applied for with the Finderne Development Trust. The information will not be used for any other purpose nor will it be disclosed to any third party. Our policy on retention of information is that all recruitment records are destroyed 6 months after the unsuccessful applicant is advised of the outcome of their application. Please confirm, by signing below, that you give consent for your information to be used in our recruitment and selection process.

I am aware that:

* The FDT will create computer and paper records on me during the recruitment and selection process.
* If successful, the FDT will create and maintain computer and paper records on me during my employment and after I leave.
* These records will be processed in compliance with FDT’s obligations under its GDPR Privacy Statement.

Signature…………………………………………………………….. Date………………………………. ***(please type your name if emailing the application)***

**TRAINING AND QUALIFICATIONS**

**IMPORTANT**

Please note that if you are successful in your application for employment with this organisation you will be required to

provide proof of your right to work in the UK.

**PERSONAL DETAILS**

Surname …………………………………………………………….. Forename(s) …………………………………………………………………………………..

Any previous names that you have been known by ……………………………………………………………………………………………….………

Permanent Address……………………………………………………………………………………………………………………………………………………...

………………………………………………………………………………………………………………………. Post Code….………………………………….….…

How long have you lived at the above address? ………………………………………………………………………………………………..………….

If less than 12 months, please give your previous address ……………………………………………………………………..…………………….

…………………………………………………………………………………………………………………….... Post Code ….……………………………………….

Address for Communication (*if different*) …………………………………………………………………………………………………………….………

………………………………………………………………………….……………… Post Code…………………………………………………….…………………

Tel (Home)………………………………….…….…… Tel (Day)…………..…………………………………………

Email…………………………………………………………………..

Do you hold a full UK driving licence? Yes/No *(please delete as appropriate)*

Please give details of secondary and further education and any relevant training courses, including any professional qualifications or certificates you hold.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification**  **Achieved** | **Grades** | **Name of Course/Study** | **Full / Part time** | **Date from** | **Date**  **to** |
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*Please continue on a separate sheet if necessary.*

**EMPLOYMENT HISTORY**

Please give details of your current employment or your most recent employment if you are not currently employed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **(Month & year)** | | **Employer's Name, Address & Business** | **Title of Post** | **Reason for leaving** |
| From | To |  |  |  |
|  |  |
| **Employer's Tel. No.** | |  | **Current/most recent salary**  **(per annum)** |  |

***Previous Employers*** *(start with the most recent and continue backwards on separate sheet if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **(Month & year)** | | **Employer's Name** | **Title of Post & Main Duties** | **Reason for leaving** |
|  |  |  |  |  |

**STATEMENT IN SUPPORT OF APPLICATION**

Please state why this post interests you and what personal skills and qualities you think you can offer.

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|  |

*(Please continue on a separate sheet if necessary)*

**REFERENCES**

Please give details of 2 referees, one of whom should be from your current / last employer.

Please note: Family members may NOT be used as a referee.

If applicable, may we contact your present employer before interview? Yes / No (*please delete as appropriate*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| Address  Post Code |  | Address  Post Code |  |
| Tel No. |  | Tel No. |  |
| Email address |  | Email address |  |
| Relationship to applicant |  | Relationship to applicant |  |

**DECLARATION**

|  |
| --- |
| The details provided on this Application Form are correct to the best of my knowledge. If I am subsequently engaged, I accept that I am liable to instant dismissal if there has been any falsification of information contained herein.  Have you had any criminal convictions, spent or pending? Yes/No  Signature………………………………………………………… Date ………………………………………….  *(Please type your name if emailing the application)* |

**PLEASE RETURN COMPLETED FORM BY EMAIL TO:**

|  |
| --- |
| [vacancy@findernedevelopmenttrust.com](mailto:vacancy@findernedevelopmenttrust.com)  by 5pm on Monday 25th October 2021 |

**Finderne Development Trust**

**October 2021**

*www.findernedevelopmenttrust.com  
Incorporated in Scotland as a company limited by guarantee SC595859  
Registered Office: 100 High Street, Forres, Moray, IV36 1PD*