

# Application form

<b>Vacancy applied for:</b>	
<b>How did you hear about this vacancy?</b>	
<b>Applicant code (office use only)</b>	

Please note that that sections 1 and 2 will be removed before the application is sent to the recruiting manager, this is to help us ensure that we shortlist candidates based solely on how well they meet the person specification of the job.

<b>Section 1: PERSONAL INFORMATION</b>	
<b>Surname:</b>	
<b>First name:</b>	
<b>Preferred name (if different from above):</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Do you hold a current driving licence:</b>	
<b>Do you have the Right to Work in the UK without sponsorship?</b>	
<b>Are you currently a member or volunteer with Girlguiding?</b>	
<b>If no, have you been a member or volunteer with Girlguiding previously?</b>	
<b>If yes to either, please enter your membership number, if you know it.</b> Please note that as part of the recruitment process, we will look at your GO record to check role history, training, qualifications, and awards.	
<p>Girlguiding Scotland values inclusivity, and so we welcome requests for support or reasonable adjustments during the recruitment process. If you need any support to complete the application, or for any other part of the recruitment process then please get in touch to discuss how we can support you. Please contact us on 0131 609 0203 or <a href="mailto:recruitment@girlguiding-scot.org.uk">recruitment@girlguiding-scot.org.uk</a>.</p>	

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## Section 2: CRIMINAL RECORD

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) (a) and (b) of the Rehabilitation of Offenders Act 1974 by virtue of the, Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, which means that convictions that are unspent under the terms of the Rehabilitation of Offenders Act 1974 and certain relevant spent convictions must be disclosed, and may be taken into account in deciding whether to make an appointment. Any information will only be considered in relation to this application.

In addition, if successful in being appointed, you will be required to join the PVG scheme or undergo a scheme record update as appropriate.

Do you have any unspent convictions or any relevant spent convictions?	
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If YES, please give details:	
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<b>Section 3: EMPLOYMENT HISTORY (starting with your current or most recent employment)</b>			
Name of Employer:			
Address:			
Postcode:		Telephone:	
Email:			
Your Job Title:		Start date:	
Reason for leaving:		End date:	
Key tasks/ Responsibilities in this role:			
Key achievements in this role:			

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Name of Employer:			
Address:			
Postcode:		Telephone:	
Email:			
Your Job Title:		Start date:	
Reason for leaving:		End date:	
Key tasks/ Responsibilities in this role:			
Key achievements in this role:			

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Name of Employer:			
Address:			
Postcode:		Telephone:	
Email:			
Your Job Title:		Start date:	
Reason for leaving:		End date:	
Key tasks/ Responsibilities in this role:			
Key achievements in this role:			

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## Section 4: VOLUNTEERING EXPERIENCE (starting with your current or most recent)

Name of organisation:

Your role:

Start date:

End date:

Current role:

Key tasks/  
Responsibilities in  
this role:

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Name of organisation:			
Your role:			
Start date:		End date:	
Key tasks/ Responsibilities in this role:			

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Name of organisation:			
Your role:			
Start date:		End date:	
Key tasks/ Responsibilities in this role:			



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## Section 5: EDUCATION AND TRAINING (starting with your current or most recent education or training)

Please give details of any courses undertaken and qualifications gained which you feel are relevant to this application (include part-time, full-time and correspondence courses).

Educational Institution	Qualifications gained

Please detail any other relevant training:

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## Section 5: STATEMENT IN SUPPORT OF YOUR APPLICATION

**Please outline how you meet the person specification, as outlined in the job description, including your knowledge, skills and experience. Please include specific examples that demonstrate how you meet these criteria. Examples could be from paid work or from volunteering.**

**Please use both boxes provided. 8000 characters maximum including spaces.**

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## Section 6: REFERENCES

Please give the details of two persons from whom we may obtain a reference for you.

Your first reference **must** be your present or most recent employer.

	REFERENCE 1	REFERENCE 2
Name:		
Job Title:		
Organisation:		
Address:		
Tel:		
Email:		
Please indicate in what capacity you are known to the referee:		
May we contact this referee in advance of interview?	Yes                      No	Yes                      No

## Section 7: Declaration

I confirm that the information provided in this application form is true and accurate to the best of my knowledge. I understand that any false or misleading information given in this application or during the interview process may result in the rejection of my application or, if employed, in the termination of my employment.

**Signed:**

**Date:**

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**Equality Statement:** Girlguiding Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team as we believe this leads to better discussion, decision making and impact.

We want to employ the right candidate for each role and are committed to promoting the human rights and dignity of all, including equality of opportunity regardless of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our organisation is accessible and that there is an inclusive working environment for all staff and volunteers.

To ensure that we are meeting our equality and diversity goals, please complete the following diversity monitoring form (this will not be seen by the hiring manager):

[Diversity monitoring form](#)

Thank you for your interest in this role and for taking the time to apply to work with us.