

Application for employment



Please use black ink and block letters to complete this form.

Once completed, return it to recruitment@leap-project.co.uk

Lightburn Elderly Association Project
Application for the post of:
Section 1: Personal details
Surname
First name
Title (Mr, Mrs, Dr, etc)
Address (for future correspondence)
Postcode
Contact Number(s)
Home
Mobile

LEAP is a Scottish Charitable Incorporated Organisation (SCIO) registered in Scotland, No SC024196.
LEAP, 197 Hamilton Road, Cambuslang, G72 7PJ. T: 0141 641 5169

LEAP is the parent organisation of the Hands On Project, Home and Garden Maintenance, Learning and Leisure and R:evolve Recycle, and is a recipient of the Queen's Award for Voluntary Service 2010.

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Email address	
Can we contact you at work?	Yes / No (delete as appropriate)
If yes, what number should we call you on?	

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Section 2: Present or most recent employment		
Name of employer or organisation		
Address		
Job title		
Date employed	From	To (if applicable)
Salary and other remuneration details		
To whom immediately responsible		
Description of present role and responsibilities		
Reason for leaving		
Period of notice required		

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Section 3: Previous work experience

Please start with you most recent experience. You can give us details of up to five previous employers/jobs.

Organisation name and location	Dates employed (from and to)	Your position and salary
Brief description of duties and reasons for leaving (150 words maximum)		
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Section 4: Education and training

Education

Include here any qualifications you are currently studying for, along with the expected completion date.

Date	School, college or university attended	Qualification	Level attained

Training

Include here any professional training you have attained, as well as any skills you have (IT, Microsoft Office, etc) that relate directly to the job you are applying for.

Date	Training body attended	Qualification	Level attained

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Please also give details of any time when you were neither in full-time education or working.

If you have worked in the voluntary sector before, please tell us about your experience.

If you have held a volunteer role in the past please tell us about your experience.

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Why would you like to work for a voluntary sector organisation?

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Do you have any other skills, not already mentioned, that would be of benefit to the organisation?

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What would be your learning needs in this post if you were successful with your application?

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Section 5: Why are you applying for this post?

Please tell us how your skills, experience and aptitudes make you suitable for this position, and why this job is of interest to you. Please take time to refer to the Job Description and Person Specification, and say how your experience relates to them. Please do not write more than two pages A4.

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A large, empty rectangular box with a thin black border, intended for the applicant to provide their details and information.

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Section 6: Other information

Are there any dates you are not available for interview? Please check the covering letter for interview dates.

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview?

Do you hold a full valid driving licence?

Yes / No (delete as appropriate)

Do you own a car?

Yes / No (delete as appropriate)

Do you have any penalty points or endorsements?

Yes / No (delete as appropriate)

If yes, please give details:

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Do you have the right to take up employment in the UK?

Yes / No (delete as appropriate)

If no, please give details

Are you known, or related, to any Director or employee of the LEAP organisation?

Yes / No (delete as appropriate)

If yes, please give details.

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Section 7: References

Please give the names and addresses of two referees, ***one of whom must be your present, or most recent, employer.*** References will be sought for all successful candidates.

Please let us know about contacting your referee(s):

Do you give permission to contact your referees before interview?

Yes / No (delete as appropriate)

First referee

Name	Address	Telephone Number and email	Relationship to applicant (for example friend, manager, employer)

Second referee

Name	Address	Telephone number and email	Relationship to applicant (for example friend, manager, employer)

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Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974.

So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.

You may be required to complete a Disclosure Scotland criminal record check as part of the recruitment process.

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IMPORTANT. Please read carefully before signing this declaration

I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed, and it is found that such information or other documents associated with the recruitment and selection process are false, or that I have withheld information, I am liable to dismissal without notice.

Signature
Date

LEAP will process the personal data that you have supplied on this application form in accordance with the terms of our GDPR privacy notice for job applicants which is available for you to download from our website as part of this recruitment campaign. The Company will only process your personal data where it has a lawful basis for such processing.

I confirm I have read and understood the organisation's GDPR Privacy Notice

Signature
Date