Tayport Community Trust

**Application Form**

**Post Applied For: Administrator - Tayport Community Trust**

**Closing Date:**  **Tuesday 21st March 2023 at 5pm**

**1. Personal Details**

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| **Surname:**  |
| **First Name:**  |
| **Address:** |
|  |
|  |
| **Postcode:** |
| **E-mail address:** |
| **Home Phone:** | **Mobile Phone:** |

**2. Relevant Qualifications**

**Please list below all qualifications and training relevant to this post.**

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| --- | --- | --- |
| **Qualification/training** |  **Awarding Body**  | **Date Achieved**  |
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**4. Please tell us about your current level of IT skills and ability to use social media relevant to the post**

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**5. Relevant Experience**

**Please list all relevant experience, starting with the most recent. This can be both paid and unpaid work.**

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| --- | --- | --- | --- | --- |
| **Name & address of organisation**  | **From**  | **To**  | **Job title, outline of responsibilities**  | **Reasons for leaving**  |
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**7. Rehabilitation of Offender Act**

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|  **Have you ever been convicted of any criminal offence or are you at present the subject of criminal charges? Yes/No**  |
| **If Yes please give details.** |

*Note: The post for which you have applied is exempt from the provisions of the Act as clearly indicated in the job description, which means that any convictions, even if they would otherwise be regarded under the Act as spent, must be disclosed. You are therefore not entitled to withhold information about convictions which for other purposes are spent under the Probation of the Act; any conviction would need to be considered, although it would not necessarily debar the person applying. Any failure to disclose offences will result in dismissal.*

*Please note that this post is subject to a PVG check.*

**8. Right to work in the UK**

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| **Do you have the right to work in the UK? Yes/No** |

**9. Health**

 **Please provide details of any illness or disability which you would consider would affect your capability to perform the post for which you are applying. This information will help us support you to carry out the job if you are selected and will not necessarily exclude your application.**

**10. Referees. Please give details of two people (one of whom must be your current employer or most recent employer) who can comment on your suitability for this post. We will not contact these referees until the end of the interview process.**

|  |  |
| --- | --- |
| **1. Name and contact details**  | **2. Name and contact details**  |
|  |  |

**Please tell us where you heard about this post:**

**I confirm that the information given on this form is true.**

**Signature ….................................................................. (electronic signature is fine)**

**Date ….......................................**

***Please return this form by email to*** trustees@tayportct.org.uk