**Application form**

Please do not attach a CV with your application.

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| **Position Applied for:** |

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| **1 Personal Details** |

|  |  |
| --- | --- |
| First name | Surname |
| Home Address | Contact tel number |
| Email |

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| --- |
| **2 Referees** |

|  |  |
| --- | --- |
| **Current or most recent employer**  Full name | **Second referee**  Full name: |
| Position: | Position: |
| Organisation & contact address: | Organisation (if relevant) & contact address: |
| Email and contact no (s): | Email and contact no (s): |

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| **3 Declaration** |
| **Please sign this declaration after you have completed all parts of the form.**  I declare that to the best of my knowledge and belief all the information I have provided in this application form is complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.  I consent to the above data being held and processed for the sole purpose of recruitment and selection within Inspiring Scotland being retained for a period of 6 months should my application be unsuccessful. I also consent to references being taken from the referees detailed in section 2 above, in the event of me being offered the position applied for at Inspiring Scotland.  All data provided is treated in confidence and processed in accordance with the General Data Protection Regulation (GDPR).  Signed: Dated: |

This page is blank, so the first page can be removed when sifting applications.

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| --- | --- | --- | --- |
| **4 Qualifications** | | | |
| ***Please include name of school/college/university you went to, the dates you attended and any qualifications you gained:*** | | | |
| From-To |  | Educational Institute  (school, college, university) | Qualification (level, subject) |
|  |  |  |  |
| **5 Membership of Professional Organisations & Relevant Training** | | | |
| *Please list any:* | | | |
|  | | | |
|  | | | |
| **6 Present Employer** | | | |
|  | | | |
| Organisation name |  |  | |
| Position: |  |  | Date appointed: |
| Salary: |  |  | Notice required: |
| Additional benefits: |  |  | Reason for  leaving: |
| **Please outline your duties and responsibilities:** | | | |

**7 Employment History**

***When detailing your work and/or voluntary experience please include the organisation you worked with, the dates that you completed each, and include a few bullet points detailing the main responsibilities you had.***

|  |  |  |  |
| --- | --- | --- | --- |
| From/to | Employers name | Post held | Reason for  leaving |
|  |  |  |  |
| **8 Voluntary Work** | | | |

***Please tell us about any relevant voluntary work you have done***

|  |  |  |
| --- | --- | --- |
| From/to | Voluntary work | Reason for  leaving |
|  |  |  |

**9 Supporting Information**

**We know you can't cover all of the points listed in the job description/person specification but try and give a brief overview of how your previous experience is relevant to the internship.**

**How you think you meet the requirements of the job description/person specification Please set these out clearly against the essential and desirable criteria in the job description. The limit for this section is 2 pages.**

**9 Supporting Information (contd)**

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| **9 Supporting Information (contd)** |

**Here you might want to tell us more about the type of person you are and why you think you would be a good fit for the Inspiring Scotland.**

**Why you think you would be suitable for the role?**

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**This is where you can tell us why you'd like to work in this role and why you think you'd like to work for Inspiring Scotland. Looking at our** [**website**](http://www.inspiringscotland.org.uk) **will help you find out more about our work.**

**What attracted you to apply for this post?**

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|  |

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