

First Step Community Project Application Form

You should attempt to answer the sections as fully as possible and it is strongly recommended that you read any guidance at the beginning of each section.

Post Title:	Fundraising Officer		
OFFICE USE			
Area of Work	First Step Community Project		
Application No		Application Received	

SECTION 1: Personal details

Surname	
Forename	
Home Address & Postcode	
Mobile Number	
Home Number	
Email Address	

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

Are you related/ have any close personal relationships with staff, parents or users of First Step?	Yes		No	
If Yes please provide details				

SECTION 2 – Education, Qualification & Training

[illegible]

Qualification			
College/ University/Provider	Subject	Level/Qualification	Completion Date

[illegible]

Please continue on a separate piece of paper if required

Application No

SECTION 3- Employment & Voluntary Experience

Your current or most recent employer			
Name			
Address & Postcode			
Phone Number			
Email Address			
Dates Employed		Salary	
Position Held		Reason for leaving	
Main role and responsibilities			

Employment History				
Name & Address of Employer	Post Held & Salary	Main Role & Responsibilities	Dates of Employment	Reason for Leaving

Application No	
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Employment History Continued....				
Name & Address of Employer	Post Held & Salary	Main Role & Responsibilities	Dates of Employment	Reason for Leaving

Voluntary Experience		
Name and Address of Organisation	Main Roles and responsibilities	Length of experience

Please continue on a separate piece of paper if required

SECTION 5- Additional Information

Do you hold a current UK driving Licence? (Please tick)	Yes		No	
If successful how soon would you be able to start?				

Where did you see this post advertised?	
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Application No	
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SECTION 6- Skills and Experience

This section is to give us specific information in support of your application. You must be able to demonstrate on this application form and at an interview, if called, that you can satisfy the essential requirements of the Person Specification.

You will be required to demonstrate your skills, experience and understanding by reference to your academic, professional & voluntary background.

Please continue on a separate piece of paper if required

Application No

SECTION 7- Pre Employment Checks

First Step Community Project will carry out Pre Employment checks. Any offer of employment is made on the condition that results of these checks are satisfactory. These checks include identity & qualifications checks, your right to work in the UK, regulated work (PVG) and reference checks.

Identity & required qualifications check

I understand that should I be offered this position I am required to provide 3 forms of identification.

Yes

No

I understand that should I be offered this position I am required to provide proof of qualifications relevant to this post.

Yes

No

Your right to work in the UK - You will be required to provide evidence of your right to work in the UK

This role requires confirmation of an applicant's legal right to work in the UK. Do you currently have the right to work in the UK?

Yes

No

Regulated Work

As this role involves 'regulated work' we will require the successful applicant to apply to join the PVG Scheme or undergo a Scheme Record Update.

I understand that should I be offered this position I am required to join the PVG Scheme or undergo a Scheme Record Update.

Yes

No

Reference

Please supply details of two referees, one of which should be your current or most recent employer. These references should not include relatives or purely personal friends

	First Reference	Second Reference
Full Name		
Position Held		
Name and Address of Organisation		
Telephone Number		
Email		
I consent to First Step Community Project contacting the above references on offer of and my acceptance of employment	Yes	No

Application No

I understand that the information provided on this application form will be used in accordance with First Step Community Projects Data for Recruitment form, a copy of which is included.
I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Print Name.....

Signature.....

Date.....

Please return all completed applications to:

Info@firststepmusselburgh.co.uk