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| **Application Form**  The information you provide on this application form will only be used as part of the selection procedure and for subsequent administration if your application is successful.  Sections 1 to 4 will be removed on receipt of your application and will not be considered as part of the shortlisting process. Please complete the forms as succinctly as you can. Please do not attach any additional sheets. |
| Position applied for: |

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| **1. Personal Details** | | | | | | | |
| Title: |  | Forename(s): | | | |  | Surname: |
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| Home Address: | | | | | | | |
| Postcode: | | | Email Address: | | | | |
| Contact Tel Nos: | | | | | | | |
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| **2. Referees** | | | | | | | |
| **Referee No 1: *(should be current/immediate past employer)***  Full name: | | | |  | **Referee No 2**  Full name: | | |
|  | | | |  |  | | |
| Job title: | | | |  | Job title: | | |
|  | | | |  |  | | |
| Organisation & contact address: | | | |  | Organisation *(where relevant)* & contact address: | | |
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| Day-time Tel No: | | | |  | Day-time Tel No: | | |
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| **3. Adjustments to our interview process** |
| Please let us know if you require any adjustments to our interview process |

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| **4. Declaration** |
| **Please sign this declaration after you have completed all parts of the form.**  By signing this application, 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 acknowledge that the Trust will process data relating to my application for a variety of purposes and that this may include sensitive personal data. The Trust will only process this data where it has a lawful basis for doing so. I confirm I have read and understood the Trust’s ‘Job Applicant Data Policy’, a copy of which is included in our job application pack.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **5. Professional qualifications** | | |
| **Qualification** | **Relevant body** | **Year** |
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| **6. Secondary education** | | | |
| **Qualification / level** | **Subject** | **Grade** | **Year** |
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| **7. Higher education** | | |
| **University or college** | **Degree or qualification obtained** | **Year** |
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| **8. Membership of Professional Organisations** |
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| **9. Work experience** | |
| Please tell us about your current or most recent employment | |
| Employer |  |
| Job Title |  |
| Brief Description of responsibilities |  |
| Dates of employment |  |
| Notice period |  |
| Reason for seeking other employment |  |

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| Please tell us about your work experience history – add extra rows as required | | |
| Employer | **Dates (From/To)** | **Job title / Brief description of role and responsibilities / Reason for leaving** |
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| **10. Supporting Information** |
| Please use the space below to demonstrate how you meet the skills, knowledge and experience for this post. Please refer to the Job Description and Person Specification. |

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| **10. Supporting Information (contd)** | | |
| Please describe what has attracted you to apply for this post and why you believe you would be the ideal candidate for the role. | | |
| **10. Supporting Information (contd)** | | |
| Is there anything else you wish to tell us in support of your application? (e.g any previous volunteering experience) | | |
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| **11. General Information** | | |
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| If you are related to any staff member or Trustee of the Gannochy Trust, please give details: | | |
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| Do you have a full, current and clean UK driving licence? *(please tick)* | | Yes  No |
| Are you currently eligible for employment in the UK? *(please tick)* | | Yes  No |
| Do have you have any unspent convictions? *(please tick)* | | Yes  No |
| Do you have a court appearance pending or have you been charged by the Police of a criminal offence? *(please tick)* | | Yes  No |
| If you have answered yes to either of the above two questions, please give details including dates, unless deemed spent under the rehabilitation of Offenders Act 1974 | | |
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**Please remember to sign the Declaration at section 4.**

Please return your application, marked private and confidential to [admin@gannochytrust.org.uk](mailto:admin@gannochytrust.org.uk)

Monitoring of equality, diversity and inclusion is important to the Trust. When submitting an application please consider completing a short survey [HERE](https://www.surveymonkey.com/r/GTSnrAdm2025).

**The Gannochy Trust SC003133**