**Application for Employment**

Private and Confidential

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| **SCHT Trust Manager** |

**POST APPLIED FOR**

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**Where did you hear of this post?**

###### SECTION ONE: PERSONAL DETAILS

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| --- | --- | --- | --- |
| **Surname** |  | **Initials** |  |
| **Contact Address** |  | **Telephone Daytime** |  |
| **Telephone Evening** |  |
| **Postcode** |  | **Mobile** |  |
| **Email Address** |  | **Nat. Ins. No** |  |

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| **Driving Licence** (note: having a current driving licence is essential for this post) | | | |
| **Do you hold a full current driving licence?** | Yes  No | **Do you have any driving convictions or endorsements?**  (You must include any pending possible convictions or endorsements you are aware of) | Yes  No |
| **If Yes, state type or class of licence below (e.g. B, C1+E, C C+E etc)** | | **If Yes, state type of conviction or endorsement below** | |
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| **Right to Work in the UK**  The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation will be required if you are successful in being appointed and should include the original of your current passport and birth certificate or any other document [or combination of documents] as indicated by the Act. Please contact us if you require any clarification on acceptable documents. | |
| **Do you currently have the right to work and live in the UK?** | Yes  No |

###### SECTION TWO: EDUCATION AND TRAINING

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| --- | --- | --- | --- |
| **School, College, University or other Institution** | **Qualification/Subject** | **Results/Grade** | **Date of Certificate  or Award** |
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| **Name of Institute/ Professional Body** | **Class of Membership** | **Date  Achieved** |
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###### SECTION THREE: EMPLOYMENT HISTORY

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| **Current or most recent Employer’s Name** | **Job Title** | | **Date From** | | **Date to** |
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| **Address of Employer** |  | | | | |
| **Brief description of duties** |  | | | | |
| **Reason for Leaving** |  | | | | |
| **Notice required (or date left)** |  | **Salary/wage rate in post** | |  | |
| **Additional benefits/allowances:** |  | | | | |

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| **Previous Employment** | | | | |
| **Dates of employment**  **(most recent first)** | | **Employer’s  Name and address** | **Job title & description** | **Reason for Leaving** |
| ***From*** | ***To*** |
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| **List any other relevant qualifications, training experience or special skills.** |
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| **Other Employment**  Do you have or are you considering any additional employment which you would continue with if you were successful in obtaining this position? Please also include any information about being self-employed. | Yes  No |
| *If yes, please provide details including name of employer, nature of business, hours of work etc* | |

###### SECTION FOUR: STATEMENT OF EXPERIENCE *(continue on a separate sheet if necessary)*

### How does your experience, skills and training at work or in a personal/voluntary capacity relate to the post for which you have applied?

### Please refer to the Essential and Desirable criteria of the attached Job Description and answer the questions listed below.

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| **Q1: Provide details of your building conservation experience with examples of projects you have been directly involved in.**  **Q2: Please tell us about your experience of managing staff and of team leadership**  **Q3: Provide details of your financial management experience including budget preparation and management with any information about dealing with charity finances, funding etc, if relevant**  **Q4: Provide details of how your skills and experience would help you in taking forward the Trust as a key heritage sector organisation in Scotland**  **Please add any other relevant experience referring back to the essential and desirable criteria** |

**SECTION FIVE: GENERAL INFORMATION**

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| **Any additional information**  **Is there anything else you would like to add that has not been covered elsewhere?** | Yes  No |
| *If yes, please provide details* | |

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| **Equal Opportunities**  We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010 please provide details of any arrangements that would assist you in attending an interview. | |
| **Are there any adaptations required for you to attend an interview or to carry out the job as advertised?** | Yes  No |
| *If yes, please provide details* | |

**EQUAL OPPORTUNITIES MONITORING FORM**

**It will help us to improve our performance as an Equal Opportunities employer if you would, please complete and return the attached Equal Opportunities Monitoring Form. This form is voluntary. If you do not wish to complete this form it will have no bearing on selection decisions.**

**SECTION SIX: REFERENCES**

Name and addresses of two people who may be contacted for a reference.

*N.B. At least one of the referees should be relevant to your current or most recent employment*

SCHT will seek reference information from third parties only once a job offer has been made to you and will inform you that it is doing so.

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| **Reference 1** | |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email address** |  |
| **State Company Position or Relationship to Applicant** |  |
| I consent to SCHT approaching the above person for a reference in relation to my application for the position of **SCHT Trust Manager**  SIGNATURE:  PRINT NAME: | |

|  |  |
| --- | --- |
| **Reference 2** | |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email address** |  |
| **State Company Position or Relationship to Applicant** |  |
| I consent to SCHT approaching the above person for a reference in relation to my application for the position of **SCHT Trust Manager**  SIGNATURE:  PRINT NAME: | |

*Applications received by email without a scanned signature will require to be signed for the purposes of GDPR if you progress to the next stage.*

**SECTION SEVEN: DECLARATION**

**Data Protection**

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is attached to this application form.

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| I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  Name: (print name):  *Notes: You need only sign with initials and surname.*  *Applications received by email without a scanned signature will require to be signed if you progress to the next stage.* | |
| *Signature:* | *Date:* |

Please return your application form via email by the closing date to the Trust Manager, Dr Lindsay Lennie [lindsay@scht.org.uk](mailto:lindsay@scht.org.uk)

All applications received will be sent an acknowledgment.

**Closing Date: Monday 19 May at 12 noon**

Applications received after the closing date may not be processed.