 

West Lothian Foodbank CAP Debt Centre Coach

\*VOLUNTEER ROLE\*

**Please return completed form to Kathleen Neilly by closing date: 27th January 2021**

*Please complete this form as fully as possible, and enlarge any text boxes or add additional pages as necessary. If you have any queries, please do not hesitate to e-mail Kathleen Neilly at kathleen@westlothian.foodbank.org.uk*

**Where did you hear about this vacancy?**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **TITLE** |  |
| **SURNAME** |  |
| **FORENAME** |  |
| **ADDRESS** |  |
| **WORK TEL NO** |  |
| **HOME TEL NO** |  |
| **MOBILE TEL NO** |  |
| **E-MAIL ADDRESS** |  |

**REFEREES**

|  |  |  |
| --- | --- | --- |
| *Please provide details of three referees, including your present or most recent employer. If you are a member of a church we would usually expect you to include a reference from your congregational/church leader or equivalent.* | | |
| 1 | **Name** |  |
| **Position** |  |
| **Address** |  |
| **Tel. No.** |  |
| **E-Mail** |  |
| **May we approach before interview? YES/NO (*delete as appropriate)***  **Please indicate the capacity in which you know the referee.** | | |
| 2 | **Name** |  |
| **Position** |  |
| **Address** |  |
| **Tel. No.** |  |
| **E-Mail** |  |
| **May we approach before interview? YES/NO (*delete as appropriate)***  **Please indicate the capacity in which you know the referee.** | | |

**EMPLOYMENT HISTORY**

Beginning with your current or most recent employer and working backwards in chronological order,

please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of employer** | **Job title and summary of duties** | **Reason for leaving** |
| **From** | **To** |  | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Place of study** | **Qualifications attained** |
| **From** | **To** |  | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies (if applicable):** |

|  |
| --- |
| **Do you possess a car? YES/NO (*delete as appropriate)***  **Do you possess a full driving licence? YES/NO (*delete as appropriate)*** |

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

|  |
| --- |
| **Please indicate clearly how your skills and experience meet the requirement of the post as set out in the job description and person specification.** You are advised to carefully consider where your skills would contribute to the successful undertaking of the different **key tasks** within this role, and evidence of where your experience would satisfy the essential and desirable criteria of the **person specification.** |
|  |

**Rehabilitation of Offenders Act**

|  |
| --- |
| Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’.  [However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’.]  Have you ever been convicted of a criminal offence? **Yes/No** **(*delete as appropriate)***  Do you have any criminal charges or summonses pending against you? **Yes/No** **(*delete as appropriate)***  Having a criminal record will not necessarily bar you from working with us. |

**REASONABLE ADJUSTMENTS**

|  |
| --- |
| Please specify any special access requirements you may have in order to attend interview. |

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signature: …………………………………………

Date: …………………………………..…………