



IN CONFIDENCE
PLEASE COMPLETE ALL SECTIONS

NAME:

POST APPLIED FOR: Admin & Finance Assistant

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview.

Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

CV will not be considered

When completed this form should be returned marked Private & Confidential to:

Reeni Kennedy-Boyle
General Manager
81 Victoria Street
Rothesay
Isle of Bute
PA20 0AP

(Please affix the required postage for weight/size of envelope if returning by post)

Or by e-mail to:

admin@fynefutures.org.uk

(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at a later stage.)

Closing date for receipt of applications 12 noon Friday 22nd March 2019

*The information provided within your application form
will be processed in accordance with the Data Protection Act 1998.*

This page will not be shown to the shortlisting panel.

Personal Information

Title:	Surname:	First Name:
Address for Correspondence:		
Postcode:		
Private Telephone Number:	Mobile Number:	
E-mail Address:		
Your Daytime Telephone Number (on which a message may be left):		

Referees

Please give details of two referees. They should be qualified to comment on your ability and personality for this apposition. They should not be employed by Fyne Futures or should not be a relative.

Referees will not be approached prior to interview.

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:

Post Applied For:

Education	
School, college or establishment attended	Qualification gained or course studied

Training Courses <i>(Please give details of any relevant short courses or training undertaken)</i>		
Course(s) Undertaken	Provider(s)	Year in which this was obtained

Work History include part time jobs and work experience		
Employer with dates of employment	Position held and brief description of duties	Reason for leaving

Please continue on a separate sheet if necessary.

Employment with Fyne Futures

Fyne Futures wishes to compare your experience, skills and knowledge with its basic requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

Detail your experience of any type of environmental work you may have been involved in.

Tell me about a time you joined in as part of a team. Does not need to be work related.

Can you tell me about a time you felt proud of something you had done and why this was such an important achievement for you.

Have you an example of doing any work with members of the public (include voluntary work)

Additional Information

Please use this space for giving extra information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this has helped develop your ability.(Continue on a separate sheet if needed)

HEALTH *Do you have any ongoing medical condition requiring adaptation at work*

Assistance for people with disabilities

Do you consider that you have a disability?
If YES, are there any arrangements we can make for you if you are called to interview or if successfully employed? Please give details below.

Canvassing

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 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 may include the original of your current passport, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc].

Do you require a work permit? **YES/NO** (please select as appropriate)

Confirmation of Qualifications

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

Protection of Vulnerable Groups Scheme

Fyne Futures is a member of PVG Scheme, as such, successful applicants may be invited to complete a Self-Declaration Form. Copies of our policies relating to the scheme are available on request.

Declaration

I have read the guidance above and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

Signed: _____ **Date:** _____