|  |  |
| --- | --- |
| **Name** |  |
| **Post applied for** |  |

Notes:

* Please note that **all applications will be anonymised** prior to being reviewed by the shortlisting panel. The panel will not see any of your personal information, including name and address.
* Please complete all sections in black ink or typescript.
* Please **do not** enclose a copy of your CV unless it is specified in the job ad. Please **do not include a photograph** with your application. These will not be passed on to the shortlisting panel.
* Shortlisted candidates may be required to produce proof of qualifications following interview.

Completed applications should be submitted as a Word file by **Monday 13th October** at **12pm** and marked private and confidential to: [personnel@cycling.scot](mailto:personnel@cycling.scot)

Alternatively, these can be mailed to:

Emma Clark, Cycling Scotland, 160 West George Street, Glasgow, G2 2HG

* If sent by email, applications will be acknowledged by email on or shortly after the closing date. If sent by post, they will not be acknowledged unless a stamped addressed envelope is attached.

**Personal details**

|  |  |
| --- | --- |
| Address: | Contact tel: |
| Postcode: | Email |

|  |  |  |
| --- | --- | --- |
| Do you hold a current UK or EU driving licence? |  |  |
| Have you applied for a post at Cycling Scotland before? |  |  |
| How did you hear of this post? i.e. through S1jobs, Goodmoves, LinkedIn, etc |  | |
| If you need any particular arrangements to be made in order for you to be interviewed for this position, please give details here. |  | |

**General Data Protection Regulation (GDPR)**

The information you provide will be handled in accordance with our Privacy Policy (LINK) and will only be used for the purposes of assessing your application. If you are successful, it will be used in relation to your employment.

|  |
| --- |
| **Declaration** |
| I declare that to the best of my knowledge the information given on this form is true and correct and can be treated as part of my subsequent contract of employment.  Signature: Date: |

**Note: Canvassing disqualifies:** You are welcome to contact the person stated in the job information particulars via personnel@cycling.scot, but you must not directly or indirectly seek to canvas support.

**Education and training**

Please tell us below about your education, qualifications and training and/or any other subjects currently being studied. Please note you may be asked to provide certificates to verify the information detailed in this section. Please add additional rows to this table if you need to.

|  |  |
| --- | --- |
| **Subject / Qualification** | **Grade / result** |
|  |  |
|  |  |
|  |  |

**Other Qualifications**

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | **Subject / Qualification** | **Grade / result** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training Courses Attended**

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking. Please add additional rows if you need to.

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Training Provider** | **Duration** |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment history**

Please give details below of your current or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **Grade and current salary / wage** |  | | |
| **Start date** |  | **End date** |  |
| **Period of notice (if still employed)** |  | | |
| **Reason for leaving (if applicable)** |  | | |
| **Description of your duties and responsibilities in this job role** | | | |
|  | | | |

**Previous Employment**

Please record below the details of any previous employment, including paid work, unpaid placements and voluntary work starting with the most recent first. Please add additional rows to this table if you need to.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **Date From** | **Date To** | **Duties and Responsibilities** | **Reason for leaving** |
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| **Statement in support of application** |
| Please refer to the person specification and job description stating what skills, experience and qualities you would bring to this post and how you would use them. In particular, you should use this section to tell us how you meet the Essential and Desirable criteria listed in the person specification and your reasons for applying. |
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| **Leisure pursuits / voluntary work** |
|  |

|  |  |  |
| --- | --- | --- |
| **Referees** (One must be your present or most recent employer) | | |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Organisation |  |  |
| Designation |  |  |
| Address |  |  |
| Telephone no |  |  |
| Email address |  |  |
| Can we approach referee prior to offering a position? |  |  |