|  |
| --- |
| **POSITION DETAILS** |
| Position designation: **Building Repair Grants Manager** | Advert reference no: **10** |
|  |
| **PERSONAL DETAILS** |
| Surname: | Initial(s): |
| Address:  | Telephone no. (home): |
| Telephone no. (mobile): |
| Telephone no. (business): May we contact you at work? YES/NO |
| E-mail address: |
|  |
| **REFERENCE** |
| Please provide details of two persons who can give a reference for you |
| Name: | Name: |
| Contact details: | Contact details: |
| Telephone no: | Telephone no: |
| E-mail address: | E-mail address: |
| Your relationship: | Your relationship: |
|  |
| **QUALIFICATIONS AND TRAINING** (only enter those qualifications and training relevant to the job) |
| Qualification  | Subject | Institution/Place | Grade (if applicable) | Date gained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| **MEMBERSHIP OF PROFESSIONAL INSTITUTE** (only complete if necessary or relevant to the job) |
| Name of Institute | Current status | Date awarded |
|  |  |  |
|  |  |  |
| **CURRENT OR MOST RECENT EMPLOYMENT** |
| Name and Address of Employer: |
| Job Title: |  | Notice Required: |
| Date commenced employment: |  | Current Salary: |
| Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the job applied for. |
|  |
| **PREVIOUS EMPLOYMENT** (list in order, with the most recent first) |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on separate sheet if necessary).  |
| Dates | Name and Address of Employer | Job Title and description of duties | Reason for Leaving |
| From DD/MM/YY | To DD/MM/YY |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **RELEVANT SKILLS, EXPERIENCE AND ABILITIES** |
| Study the job description/ person specification closely and provide specific examples of your work, or other activities, which demonstrate your ability or aptitude to undertake the duties of the post. You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary. Please note that we will be unable to consider your application if you do not complete this section as requested. CVs will not be considered. |
|  |
| **ENTITLEMENT TO WORK IN UK** |
| If you are successful in obtaining employment with the Trust you will be required to provide evidence of your entitlement to work in the United Kingdom.If you are not a member of the European Community, do you require a work permit Yes No |
| **DISABILITY** |
| The Trust welcomes applications from applicants who self-assess themselves as having a disability and guarantees an interview to those individuals who meet the essential criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.Do you consider yourself to have a disability? YES NO If **yes**, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)? |
| **ABSENCE MANAGEMENT** |
| The Trust recognises its responsibility for the health, safety and welfare of its employees; however, it is also essential that the Trust identifies health problems at an early stage to allow it to respond effectively to actual and potential problems with service delivery. |
| **CRIMINAL RECORDS / CONVICTIONS** |
| Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a post. Unless the nature of the work demands it, you will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Offers of employment maybe subject to satisfactory checks for criminal records, protection of vulnerable adults (POVA) and protection of children acts (POCA) with the Criminal Records Bureau before the appointment is confirmed. These checks will request details of cautions, reprimands or final warnings, plus any convictions and will check if you are on the POVA and POCA lists.**Do you have any Criminal Convictions you need to disclose?**  No If “yes”, declare convictions in a sealed envelope marked Director, Private and Confidential, Addressee Only |
| **DECLARATION** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge, even if submitted electronically without signature. I understand that false or misleading information or failure to disclose a conviction as defined above, may lead to dismissal. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.Signature ............................................................……….............………………. Date...…………....................................……………………………………………. |
| Please send the completed form by noon of 25 October 2019 to:**The Director****Glasgow City Heritage Trust****54 Bell Street****Glasgow** **G1 1LQ**Or: info@glasgowheritage.org.uk |
| **Please note:** Shortlisted candidates will be informed by 30 October 2019. Interviews will be held on Tuesday 5 November 2019. |

