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| **Full name:** |
| **Post applied for:** |

Notes:

* Please complete all sections in black ink or typescript.
* Please do not enclose Curriculum Vitae.
* Shortlisted candidates may be required to produce proof of qualifications following interview.
* Completed applications should be submitted by **the deadline mentioned in the job advert** and marked private and confidential to: [personnel@tpande.org](mailto:personnel@tpande.org)

Alternatively, these can be mailed to:

Sarah Templeton

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.

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| **Personal Details** |
| Surname: | | Forenames: |
| Address: | | Home Tel: |
| Postcode: | | Mobile: |
| Email: | | |

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| Do you hold a current UK or EU driving licence? |  |  |
| Have you applied for a post at Cycling Scotland or TP&E before? |  |  |
| Where did you see the job advertised? | | |
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| **Secondary education** – certificates gained (please list subjects and level of pass for each) – only complete if no further education is listed | |
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| **Further education** |
| University or college attended | | Qualifications obtained stating subjects studied and level of pass if applicable. | Year passed |
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| **Membership of professional bodies** |
| Professional body | Class of membership | Method of admission |
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| **Courses attended/other specialised training or knowledge**  (Please include details of any certificates obtained) |
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| **Employment history** - starting with present or most recent appointment | | | |
| Dates (month/year) | Employer’s name / address: | Job title: | Present salary: |
|  | Notice required: |
| Description of main duties and responsibilities: | | | |

Please continue on a separate sheet if required.

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| **Previous appointments** (Please start with most recent and account for any periods not in paid employment). | | |
| Dates (month/year)  From To | Employer name/address | Job title, main duties and reason for leaving |
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Please continue on separate sheet if required.

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| **Statement in support of application** |
| Please refer to the person specification and job description stating what skills, aptitudes and qualities you would bring to this post and how you would use them. |
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| **Leisure pursuits / voluntary work** |
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| **Health** | | | | | | | | | |
| Do you have any medical condition, which could affect your ability to carry out the duties of the post?  Yes  No   If yes, give details:  Please indicate number of days absent from work due to illness in the past year by ticking the appropriate box below. Give further details if you wish. | | | | | | | | | |
| 0 - 3 |  | 3 - 6 |  | 6 - 9 |  | 10 or more |  |  |  |

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| **Rehabilitation of Offenders Act 1974** |
| Do you have any criminal convictions or pending charges?  This will not necessarily discount you from being considered for the post. Yes  No  |
| If yes, please give details: |

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| **Referees** (One must be your present or most recent employer) | | | |
| Name:  Address:  Designation:  Tel No:  Email address: |  |  | Please state if these referees may be approached now.  1. Yes  No   2. Yes  No  |

**General Data Protection Regulation (GDPR)**

Upon receipt of your application form, Cycling Scotland will be the Data Controller of your personal data. We will hold all the information you have given on this application form for legal requirements and for the purposes of personnel administration. Your information will be held both manually and electronically. Unsuccessful applications will be destroyed 6 months after the interview date. No information will be passed onto a third party. Your signature below indicates that you agree to this statement.

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| **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, but you must not directly or indirectly seek to canvas support.