|  |  |
| --- | --- |
| **Name** |  |
| **Post Applied for** |  |

Notes:

* Please complete all sections in black ink or typescript.
* Please enclose a copy of your CV, ensuring it includes education and job history information.
* Shortlisted candidates may be required to produce proof of qualifications following interview.

Completed applications should be submitted by **the date and time specified in the job advert** and marked private and confidential to: 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.

|  |
| --- |
| **Personal Details** |
| Address:  | Home Tel: |
| Postcode:  | Phone No:  |
| 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, social media etc |  |
| Do you have the right to work in the UK? This includes having a UK passport, biometric document or valid right to work visa. Unfortunately, we are unable to consider your application if you do not have valid proof to work in the UK. |  |
| Current Notice Period |  |
| Current Salary |  |

|  |
| --- |
| **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.  |
|  |

|  |
| --- |
| **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? |  |  |

|  |
| --- |
| **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: |

**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.

|  |
| --- |
| **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@tpande.org, but you must not directly or indirectly seek to canvas support.