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| Received: |  |
| Ref: | VTSW-01 |



Safe Harbour Inverclyde

Application for Employment

Thank you for your interest in working for Safe Harbour Inverclyde. Please complete this application form as fully as possible and return it by **4:30pm, Thursday 13th July 2023,** either by email or by post, using the contact details on the last page.

Please refer to the Recruitment Pack that accompanies this application form in order to view details about the Safe Harbour Inverclyde service and specific information about the role.

Please do not hesitate to contact us if you require any further information about this role or the recruitment process.

Role Applied For: Volunteer & Telephone Support Worker

Section 1: Contact Information

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Mobile Number |  |
| Phone Number |  |
| Email Address |  |
| Preferred Method of Contact |  Mobile [ ]  Home Phone [ ]  Email [ ]  |
| Where did you hear about this job? |  |
| Do you have the right to work in the UK? |  |
|  |  |

Section 2: Experience and Education

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| --- |
| Current / Most Recent Employment Details |
| Job Title |  |
| Organisation |  |
| Employer Address |  |
| Start Date |  | End Date |  |
| Reason for Leaving |  |
| Notice Required |  |
| Brief Summary of Current Duties: |
|  |

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| Employment HistoryContinuing from the last section, please detail your previous relevant employment history with the most recent first.  |
| Name and Address of Employer | Dates | Main Duties | Reason for Leaving |
|  |  |  |  |
| Academic HistoryPlease list any relevant academic courses that you have undertaken / are currently completing, starting with the most recent first.  |
| School / College / University | Date From – To | Course Title | Grade |
|  |  |  |  |

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| CPD CoursesPlease list any training courses that you have undertaken which are relevant to the role applied for, starting with the most recent first.  |
| Course Title | Training Provided By | Date Completed |
|  |  |  |

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| Relevant Voluntary ExperiencePlease list any relevant voluntary roles that you have undertaken. |
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Section 3: Statement in Support of Application

Please write a brief statement, no longer than 700 words, detailing your suitability for this post. Please refer to both the job description and person specification provided in the recruitment pack and provide relevant examples to illustrate your experience.

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Section 4: References

Please provide the details for two references who can provide a statement regarding your suitability for this role, one of which should be your current or most recent employer. Your references should know you in an employment or academic capacity.

|  |  |  |
| --- | --- | --- |
|  | Reference 1: | Reference 2: |
| Name: |  |  |
| Job Title: |  |  |
| Organisation: |  |  |
| Address: |  |  |
| Telephone Number: |  |  |
| Email Address: |  |  |

Section 5: Statement and Checks

Data Protection Policy

In line with Data Protection legislation and our Data Protection policy, Safe Harbour Inverclyde will only use the details that you have provided on this form for the purposes of recruitment and selection of candidates. Following the closing date for the position, forms will be stored electronically on a secure server and in paper format in a secure unit, before being safely destroyed after a period of six months.

Disclosure

I confirm that the information provided in this form is correct to the best of my knowledge. I understand that supplying false information may be sufficient cause for disciplinary action or termination of employment if I am offered a position with Safe Harbour Inverclyde.

I have read and understand the terms relating to Data Protection and agree to my details being used.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

**Please send completed forms either by email or post to:**

**Email:** admin@safeharbour.org.uk

**Post:** 2A Newton Street, Greenock, Inverclyde, PA16 8UH

Thank you for your interest in working with Safe Harbour Inverclyde. We look forward to receiving your application form.