

**Programme Officer (Equally Safe Employer Accreditation)**

**Application form**

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| **POST DETAILS** |  |
| **Job Title** | **Programme Officer** |
| **Location** | **166 Buchanan Street, Glasgow, G1 2LW** |
| **Reporting to** | **Executive Director** |

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| **PERSONAL DETAILS** |  |
| **Last Name** |  |
| **Initial (s)** |  |
| **Address and postcode** |  |
| **National Insurance Number** |  |
| **Telephone (daytime)** |  |
| **Telephone (evening)** |  |
| **Email address** |  |

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| **NOTICE** | |
| **What notice do you need to give to your current employer?** |  |

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| **REFEREES** | **Please provide details of two referees, one of whom should be your present or most recent employer.** |
| **1.** |  |
| **Name** |  |
| **Designation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
| **2.** |  |
| **Name** |  |
| **Designation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |

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| **WORK RESTRICTIONS** | **Are there any restrictions regarding your employment e.g. do you require a work permit?** |
| **Please circle the appropriate answer** | YES / NO |
| **If Yes, please provide details** |  |

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| **Advertisement source** | |
| **Where did you see this vacancy advertised?** |  |

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| **EDUCATION (SCHOOL)** | **QUALIFICATIONS** |
| **Subject and level (e.g. English Higher)** | **e.g. C** |
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| **FURTHER / HIGHER EDUCATION** | |
| **Institution** | **Qualification** |
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| **OTHER RELEVANT TRAINING** | | |  |
| **Course** | **Provider** | **Subject** | **Date** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | |  |
| **Institution** | **Membership Number** | **Class of membership** |
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| **CURRENT EMPLOYMENT (Please give details of all current employment)** | | | | |
| **Name and address of employer** | **Position held and summary of duties** | **Dates**  **from/to** | **Contracted hours** | **Salary** |
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| **PREVIOUS EMPLOYMENT (Continue on an additional sheet if necessary)** | | | |
| **Name and address of employer** | **Position held and summary of duties** | **Dates**  **from/to** | **Reason for leaving** |
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| **EXPERIENCE AND SKILLS** |
| **This section is for you to give specific information in support of your application.**  **Please refer to the Person Specification and consider to what extent you have gained the skills and experience necessary for the post. It is important to provide evidence of your achievements by giving examples to support your application. Your experience does not need to have been gained through paid employment. Please continue on additional sheet if necessary.** |
| **EXPERIENCE AND SKILLS CONTINUED** |

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| **ANY OTHER RELEVANT INFORMATION** |
| Please use this section to provide any other useful information that you have not been able to include elsewhere in the application. |
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| **ASSISTANCE FOR INTERVIEW** |
| **Please provide details of any adjustments, equipment or assistance you may need if you are invited to interview.** |
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| **DECLARATION** |
| **By signing this section:**  **I declare that the information contained in this form and all sections is true, fair and accurate. I understand that if I am successful in this application, and any statement/information is subsequently discovered to be false or misleading, Close the Gap may withdraw any offer of employment or dismiss me.**  **I understand any offer of employment from Close the Gap is subject to satisfactory completion of pre-employment checks and due diligence, as appropriate. All information provided will be processed in accordance with data processing legislation.**  **Signed­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |