

Job Application Form

Befriending Coordinator

Personal Details

To be considered for this role, you will need to have the right to work in the UK or have a valid UK work permit.

Name	
Email	
Telephone	
Address	
Eligible to Work in the United Kingdom	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are a member of Protection of Vulnerable Groups Scheme, please provide your Membership Number:	

Education and Qualifications

School/College/University	Course	Qualification	Date

Training Courses attended which may be relevant to this application

Course Provider	Description of Course	Qualification	Date

Current or most recent employment

Position Title	
Organisation	
Dates of Employment	
Reason for leaving or wanting to leave	
Key Accountabilities	
Notice Period	

Previous employment

Please provide details of your employment history (excluding current post), starting with the most recent post. You should include any periods of unemployment.

Name and address of employer	Job Title and brief description of duties	Dates of employment	Reason for leaving

Relevant Skills and Experience

Using the Person Specification, please outline how your skills and experience match the specification, giving examples to illustrate this.

Please describe your relevant skills and experience

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Personal Statement in Support of Application

Please state your reason(s) for applying for this post.

References

Please provide detail of 2 referees, starting with your present employer (if applicable).
References are only taken up after a provisional offer of employment has been made.

Name		Name	
Position		Position	
Company		Company	
Address		Address	
Telephone		Telephone	
Email		Email	

Declaration

I declare that, to the best of my knowledge, the information given on this form is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed may result in my dismissal.

Signed		Date	
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By completing this form I understand that I give my consent under the Data Protection Act 2018 (DPA), incorporating the requirements of the General Data Protection Act, for this information to be processed for the above stated purpose in accordance with SLCVO’s Privacy Notice:
https://www.slcv.org.uk/files/ugd/0be1a8_c72718b103e74578899de149f8bffb8e.pdf

Disclosure and PVG Checks

If your application is successful and you are offered employment with us you may be asked to consent to an PVG check with Disclosure Scotland. This is to ensure we safeguard the vulnerable people we work with.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as

permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Information Commissioners Office.

Please return this form, along with the Equalities Monitoring Form, by 5pm Wednesday 8th January 2025 to SLCVO's Chief Officer Jo-Anne Ford by email Jo.Ford@slcvo.org.uk or post: Skye and Lochalsh Council for Voluntary Organisations, Tigh Lisigarry, Bridge Road, Portree, Isle of Skye, IV51 9UP. Interviews will take place 22nd -24th January 2025.