



APPLICATION FORM

ORGANISATION NAME: The Shed Project Stornoway

APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

Please complete all sections of the form. Applicants will be leeted on the basis of meeting the Essential and Desirable criteria contained within the Person Specification. Please ensure you complete your Application Form considering all the criteria.

Where the application is successful we may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the General Data Protection Regulations.

Please also note that we may approach third parties to verify the information that you have given. By signing this form, you will be providing us with your consent to all these uses. No interview travel expenses are available.

On completion please return this form to:

The Shed, 11 Francis Street, Stornoway, Isle of Lewis, HS1 2NB

Email: vacancy@theshedproject.org.uk

Closing Date: Friday 17th August 2018, 5pm

PERSONAL INFORMATION (CONFIDENTIAL)

Please refer to the Job Description & Person Specification when completing your application.

POST TITLE: The Shed Project Manager

1. PERSONAL DETAILS

Name:	
Address:	
Contact details (Please tick preferred contact method – calls to business numbers will be made discreetly.)	
E-mail:	
Telephone Home:	
Telephone Work:	
Mobile:	

2. GENERAL

Do you hold a current driving licence?	Yes		No	
Is it a full/provisional/HGV/PCV licence?	Yes		No	
Is your driving licence free of endorsements?	Yes		No	

Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).)

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer.

1. Name:		2. Name:	
Address:		Address:	
Tel. no.:		Tel. no.:	
E-mail:		E-mail:	
Occupation:		Occupation:	

I give/do not give permission to take up my reference prior to an offer of employment being made.
(Please delete clearly as appropriate)



3. EMPLOYMENT HISTORY

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Name and full address of employer; nature of business.	Job title(s); key responsibilities & key achievements	Reason for leaving and date of leaving



4. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please name any educational institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

5. PERSONAL DEVELOPMENT

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable.

6. OTHER INFORMATION

Are you currently eligible for employment in the UK?	Yes		No	
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Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.

Have you ever been convicted of a criminal offence?	Yes		No	
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If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

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. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. 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 any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

**DECLARATION**

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:

Date:

Please return your completed application form to:**The Shed, 11 Francis Street, Stornoway, Isle of Lewis, HS1 2NB****Email: vacancy@theshedproject.org.uk****For informal enquiries about this post please contact****vacancy@theshedproject.org.uk****Closing Date: Friday 17th August 2018, 5pm*****Please Complete Person Specification Criteria overleaf.***



PERSON SPECIFICATION CRITERIA

Please complete your skills/abilities/experiences in relation to the Essential and Desirable criteria below:

E = Essential D = Desirable

CRITERIA	E / D	DESCRIPTION	SUBMISSION
Knowledge	E1	Understanding the needs of community work, specifically to support those affected by substance misuse.	
	D1	Youth work development.	
	D2	Knowledge and understanding of management and development of social enterprise or equivalent	
Skills and Abilities	E2	Ability to manage a small staff team	
	E3	Self starter/motivated to work on own initiative	
	E4	Ability to communicate clearly at all levels.	



	E5	Ability to engage & manage teams of volunteers	
	E6	Strong organisational skills.	
	E7	Strong relational & interpersonal skills.	
	E8	Ability to cope with unexpected situations calmly	
	E9	Ability to engage with hard to reach individuals, who experience social isolation	
	D3	Finance / budgetary skills / knowledge	
	D4	Event co-ordination experience	
	D5	Admin/IT skills	
Education/Experience	E10	Experience of working with Youth & Community Groups.	



	D3	First Aid training.	
	D4	Formal appropriate qualifications – or equivalent work experience	
	D5	Experience of managing a community group or project.	
Other Factors	E11	Understanding of the importance of confidentiality.	
	E12	Respect for others.	
	E13	Positive attitude.	
	E14	Emotional warmth.	
	E15	PVG Check.	
	E16	Understanding of the Christian faith and ethos.	



ADDITIONAL NOTES IF REQUIRED