

Application Form for Family Support Co-Ordinator (part-time)

Please read the Job Description and Person Specification before completing this form; we can only determine your suitability for the position from the information you give in this application.

Home-Start Clackmannanshire is committed to equality, diversity and inclusion. Anyone who requires support to complete the application process should contact us.

The closing date for this post is 5pm, Friday 12 July. Any applications received after this date cannot be considered.

Interviews will be conducted week beginning 22 July, face to face in our offices at Whins Road, Alloa.

Please return your completed application form to our Office Manager Linda Kerr at linda@hsclacks.co.uk

Personal Details:

Surname:		
First Name(s):		
Address, including Postcode:		
Home Tel. No:		
Mobile No:		
Email Address:		
Do you have a current driving licence?	Yes	No
Do you have access to a car?	Yes	No

Education, Job Related Qualifications and Specialised Training

Secondary, Further and Higher Education - most recent first

Subjects	Qualification gained e.g. Standard Grade, Higher, SVQ (or equivalent), Degree	Grade

Job Related Qualifications

Course title and qualification achieved	Grade

Specialised Training

Course title and qualification achieved	Grade

Present or most recent job:

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Home-Start Clackmannanshire is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Home-Start Clackmannanshire are a registered charity in Scotland, number SC011370 and a company limited by guarantee, number SC280850

Job Title:	Employer's Name and Address
Date Started:	
Date Finished:	
Notice Required:	
Purpose of Job and Main Tasks:	
Reason for Leaving:	

Previous Employment – most recent first

Post	Employer	Time in this Role	Reasons for Leaving

Please tell us about gaps in your employment history, starting with the most recent with reasons e.g. career break to look after children or other dependants, travelling, training or education.

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Are you related to any person who works in a paid or unpaid capacity for Home-Start?
YES/NO

If yes, please give details

Voluntary Experience

Please provide details of any voluntary or community roles you have held, including work experience you have been involved in and briefly explain what you know about the voluntary sector.

Relevant Skills, Knowledge and Experience

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Please use this section to illustrate your suitability for this post. sPlease refer to the Job Description and Person Specification before starting this section.

References

Please give the names and addresses of two referees. **One must be your current or most recent employer. We will only contact your referees if we offer you the position.**

Name:	Name:
Position:	Position:

Address & Postcode:	Address & Postcode:
Phone No:	Phone No:
Email:	Email:

Any offer of employment will be subject to suitable references. We may want to obtain references from other previous employers.

If offered this position, do you intend to continue working in any other capacity?	Yes	No
If Yes give details:		

Immigration, Asylum and Nationality Act 2006

Are you eligible to work in the UK?	Yes	No
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Rehabilitation of Offenders Act

Having a previous conviction does not mean you will be unsuitable for this post. However, given the nature of the post, it is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal (including spent) convictions so we can risk assess appropriately.		
Have you ever been convicted of a criminal offence? If yes, you may be asked to supply details.	Yes	No

This post is subject to joining the Protecting Vulnerable Person (PVG) Scheme. The cost of membership, or membership update will be covered by Home-Start Clackmannanshire.

Declaration

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information, I agree that my application details may be held securely by Home-Start Clackmannanshire.

Signed:.....

Date:.....

Applicant Equality

Home Start Clackmannanshire positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality under the Equalities Act 2010.

As such, we would like to know if there are any adjustments or support we can provide during the application and recruitment phase, including interview. Please use the space below to outline any support required. All information will be treated in the strictest confidence.

Our premises are on the ground floor with a ramped access. We have a buzzer entry system to our office. Toilets are situated on the ground floor and include a cubicle suitable for wheelchair users.