Logo, company name

Description automatically generated **Application Guidance Notes**

The information you provide on the application form will only be used as part of the selection procedure and for any subsequent administration if your application is successful. Page 1 will be removed on receipt and the selection panel will only consider the information on pages 3 to 5.

Please complete the form as succinctly as you can using black or blue ink. Please do not attach any additional sheets.

**1 Personal Details**

We try to ensure that all applicants are treated in the same way by making your application anonymous to our selection panel. This section will be removed for initial selection.

**2. Referees**

References will only be sought for the successful applicant. No unconditional offer of employment will be made until satisfactory references have been received. The first referee should be your current or immediate past employer. The other referee should be able to verify your skills and experience as related to the job that is being applied for.

**3. Declaration**

Please sign this after you have completed the form. If you send your application electronically and you are invited to interview you will be asked to sign the application at that point. If you are unsuccessful in being appointed to this post, we will hold your application for a period of 6 months.

**4. Qualifications**

Please give enough information to assess your attainments in relation to the job for which you are applying. If you are invited to interview, we will ask you to bring the certificates of qualifications that you hold.

**5. Membership of Professional Bodies**

We may require to see any certificates of memberships you hold.

**6. Employment History**

Please give as much detail as you feel provides an accurate picture about the type of work you have done and responsibilities you have had.

**7. Supporting Information**

This is your opportunity to tell us about your skills and experience that are relevant to the post using the information that you have been given in the job description and person specification. Please specifically address the skills and personal attributes we are seeking.

**8. General Information**

You must tell us if you are related to any member of the Trust’s staff or Board of Trustees. This will not preclude you from consideration.

If a driving licence is a requirement and it is stated in the Person Specification, we will ask to see your licence before appointing you.

You are asked to tell us if you are currently eligible for employment in the UK. This is to ensure compliance with the Asylum and Immigration Act 1996 which requires organisations to ensure individuals, to whom they are offering employment, have permission to work in the UK ie they hold a British Passport/birth certificate/work permit. If an offer of employment is made you will be required to produce evidence.

You are asked to inform us about unspent convictions and any pending court appearances or charges.

Applications can be returned to us either in hard copy or by email as follows:

Recruitment

The Gannochy Trust

Pitcullen Cresent

Perth

PH2 7HX

Tel: 01738 620653

[admin@gannochytrust.org.uk](mailto:admin@gannochytrust.org.uk)

Marked ‘Private and Confidential’.