# Additional Information, Community Development Worker application

Send together with CV, supporting letter and equal opportunities monitoring form to info@anstrutherimprovements.org

**SECTION A - PERSONAL DETAILS**

Forename(s) Surname(s)

**SECTION B - HEALTH INFORMATION**

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process.

Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview:

Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties:

## SECTION C - GENERAL INFORMATION

Are you currently eligible for employment in the UK? Yes / No (delete as applicable)

(You will be required to provide proof of this before commencing employment)

REHABILITATION OF OFFENDERS ACT 1974 - If you have previously been convicted of any offences, please give details unless the conviction can be regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974. See the guidance notes for completing this application form for more information. If the position which you have applied for has been assessed as eligible for a Disclosure check, this will also be carried out prior to employment verification.

**STORAGE OF SENSITIVE INFORMATION**

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Anstruther Improvement Association

We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.

I authorise the collection of this information by Anstruther improvement Association so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I can access, according to the Data Protection Act 2018, the information regarding my personal data that is kept by Anstruther Improvement Association by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature Date

**REFERENCES**

Please supply full details of two referees whom we may approach, one of whom should be your present or most recent employer and the other a previous employer covering a two-year period at least. If you are self-employed or have not been in employment then please give details of two people who have direct knowledge of your skills and abilities and have known you for at least 3 years.

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| Name:  Organisation:  Occupation:  Address:  Postcode:  Telephone No:  Can we contact before interview? Yes / No | Name:  Organisation:  Occupation:  Address:  Postcode:  Telephone No:  Can we contact before interview? Yes / No |

Current or most recent salary:

DECLARATION

I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying CV and covering letter are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise Anstruther Improvement Association to verify information contained in my application via telephone, e-mail, fax or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and/or health information should this be necessary for this post.

Signature Date