

Application form

Position: Outreach Coordinator: Part-time

Thank you for your interest in applying for the post. Please compete this form and return it by email to:

[**manager@scaba.org.uk**](mailto:manager@scaba.org.uk) or by post to:

The Scottish Chartered Accountants’ Benevolent Association   
PO BOX 29482,

Cupar

KY15 9AZ

If you have any questions about the role or application, please contact Kirsty Gray - Charity Manager at the e-mail above or by telephone: **07780 435415.**

In the event Kirsty is unavailable please contact: [**chair2020@scaba.org.uk**](mailto:chair2020@scaba.org.uk)

All applications will be acknowledged – if you do not hear from us, please call the number above.

The closing date for applications is **10 am Wednesday 9 January 2023.**

Interviews will be held on Friday 20 January 2023.

1. **Personal Details**

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Address: | |
| Telephone number(s):  Daytime:  Evening:  Mobile: | |
| Email Address: | |

1. **Education and Qualifications**

Please give details of your education and qualifications.

|  |  |  |
| --- | --- | --- |
| Institution | Course Title(s) | Qualification / Result |
|  |  |  |

1. **Professional development - courses and relevant training**

Please give details of any courses and/or training you have undertaken which you consider relevant to this application, whether or not it led to a qualification.

|  |  |
| --- | --- |
| Course Title(s) | Qualification or Result |
|  |  |

1. **Membership of relevant professional bodies**

Please give details of your professional membership(s)

|  |  |  |
| --- | --- | --- |
| Professional Body | Date Joined | Grade of Membership |
|  |  |  |

1. **Right to work in the UK -** Please delete as appropriate - Yes / No.
2. **Current driving licence and access to a car for work -** Please delete as appropriate - Yes / No.
3. **Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current or most recent employment, voluntary work, or work experience** | | | |
| Post Title: | | | |
| Name of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Notice Required: |
| From | To |
| Employers Address: | | | |
| Reason for leaving/wishing to leave: | | | |
| Please summarise your main responsibilities and achievements in this role: | | | |

Please complete chronologically, with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment, voluntary work, or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work, or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work, or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work, or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work, or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |

Please copy this page if required to detail further roles.

1. **Information on core skills / competencies**

There are several core skills and competencies required to undertake this role. Please provide evidence showing you meet the requirements below:

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| --- |
| Organised and proactive, able to set own work plan to deliver a task, and to adapt when circumstances demand. |
| Please provide an example which best demonstrate the above.   * What was the situation and the context? * How did you approach this? * What were the challenges? * What was the outcome? |
| A track record of experience within the Health and Social Care arena and a sound understanding of current practice standards and legislation relating to Adult Protection, Child Protection, and other relevant legislation. |
| Please provide an example which best demonstrate the above.   * What was the situation and the context? * How did you influence key players and what skills did you use to challenge their position? * What was the outcome and your personal contribution? |
| A friendly and professional manner, able to build relationships and trust quickly. |
| Please provide an example which best demonstrate the above.   * What was the situation and the context? * How did you influence key players and what skills did you use to challenge their position? * What was the outcome and your personal contribution? |

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| Supporting statement. Tell us why you are suitable for this role. Please refer to the job description and person specification and give details of skills and experience that you have not detailed elsewhere in this application and which you think are relevant to the role. If you run out of space, please use the continuation sheet on the next page. |
|  |
| Supporting statement – continuation page if required |
|  |

1. **Referees and notice period**

Please provide details for two referees one of which must be your current or most recent employer.

|  |  |
| --- | --- |
| Name: | Organisation: |
| Position: | How do you know them? |
| Email Address: | Contact Tel No: |
| Address: | |
|  | |
| Name: | Organisation: |
| Position: | How do you know them? |
| Email Address: | Contact Tel No: |
| Address: | |
| Do you give permission for SCABA to contact these referees post interview?  Please delete as appropriate - Yes / No.  What is your notice period? | |

1. **Declaration**

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| --- |
| **Data Protection Statement**  The information provided by you on this form, and any supplementary forms / correspondence, will be used to assist with the process of recruiting. We keep completed application forms for 3 months, after which all information and correspondence will be deleted. If you are successful in your application, information provided may be used for HR records and payroll purposes.  By signing the declaration below, it is understood that you consent to the use of your personal information for the above purposes and in manner described.  I confirm that the information given on this application form and on any additional sheets submitted is, to the best of my knowledge, correct.  Signature: Date: |