

Royal Caledonian Curling Club - Recruitment - Application Form

Please type or write clearly

1. PERSONAL DETAILS

Full Name	
Address	
Post Code	
Telephone, home	
Telephone, work	
Telephone, mob	
Email	

2. QUALIFICATIONS & CPD. Please name any institution or professional body in full and indicate attainment level. (do not include exam results from school)

Year	Type	Institution	Subject	Result

3. EMPLOYMENT

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

Date From-To	Employer and Location	Job Title / Main Responsibilities / Key Achievements

4 COMPETENCIES

Please provide details of relevant experience, to fully demonstrate your abilities and skills in each competency area. Please include any experiences you feel may be relevant, either work or personal based. These will be used to short list candidates for interview.

Welfare/PVG/Child Protection

Designing and Delivering Training

Communication Skills

Policy and Report Writing

Planning and Organising

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Leadership

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5. ADDITIONAL INFORMATION

Please use this space to provide and further information regarding your skills or experience, relevant to this position

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6. GENERAL

Do you hold a current driving licence?	Yes / No*
If appointed, when could you start work?	
How did you learn of this vacancy (name of newspaper, journal, website, etc)?	
Are you eligible to work in the European Economic Area	Yes / No*

7. REFEREES (Please indicate two people who can provide references - one of whom should be your present or most recent employer, we will only contact them with your permission)

Name:	
Occupation:	
Role/Organisation/Relationship:	
Address:	
Tel. No.	
Email:	

Name:	
Occupation:	
Role/Organisation/Relationship:	

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Address:	
Tel. No.	
Email:	

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 other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the 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 Data Protection Commissioner.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

Please return completed form to: sara@royalcaledonianscurlingclub.org

or by post to: Sara Turner, RCCC, Cairnie House, Ingliston, EH28 8NB

The Royal Caledonian Curling Club is an equitable employer and welcomes application from people from all communities.