

Please complete this form electronically.

Please do not attach a CV with your application as this will not be considered.

Position applied for:

1 Personal Details

First name(s):

Surname:

Home address:

Email:

Contact tel no:

2 Referees

Current or most recent employer

Full name:

Position:

Organisation & contact address:

Email and contact no (s):

Second referee

Full name:

Position

Organisation (*where relevant*) & contact address:

Email and contact no(s):

3 Declaration

Please sign this declaration after you have completed all parts of the form.

I declare that to the best of my knowledge and belief all the information I have provided in this application form is complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

I consent to the above data being held and processed for the sole purpose of recruitment and selection within Corra Foundation, and being retained for a period of 6 months should my application be unsuccessful. I also consent to references being taken from the referees detailed in section 2 above, in the event of me being offered the position applied for at Corra Foundation.

All data provided is treated in confidence and processed in accordance with the General Data Protection Regulation (GDPR). Please see our [Privacy Notice](#) for details on how data from your application is used.

Signed:

Dated:

This page is intentionally blank, so that the first page details can be removed when sifting applications.

Make sure you have read over our application guidance notes, the job description and the competencies involved for this role.

Corra Foundation is committed to equal opportunities in employment, with the aim of ensuring that everyone who applies to work with us is treated equally.

It would be really helpful to us if you could complete our optional anonymous Diversity & Equality Monitoring Form.

The Corra Foundation

Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF
e: hello@corra.scot t: 0131 444 4020 www.corra.scot

The Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). Fortify Social Enterprise CIC is a community interest company registered in Scotland and is also a company limited by guarantee (No SC507457). The Corra Foundation was previously called Lloyds TSB Foundation for Scotland.



4 Qualifications

Please list any relevant qualifications you hold, starting with the most recent:

From-To	Qualification (level, subject)	School, College, University

5 Membership of Professional Organisations

Please list any:

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6 Present employer

Employer:		Date appointed:	
Position:		Notice required:	
Reason for leaving:		Salary:	
Benefits			

Please outline your duties and responsibilities:

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7 Employment History

Please tell us about your employment history (excluding present employer as already detailed at 6)

From/to	Employers name	Post held	Reason for leaving

8 Voluntary work

Please tell us about any relevant voluntary work you have done

From/to	Voluntary work description	Reason for leaving

9 Supporting Information

Please tell us about your skills and experience, demonstrating that you meet the competencies in the person specification. Please set these out clearly against the essential and desirable criteria. The limit for this section is 2 pages.

9 Supporting Information (contd)

What has attracted you to apply for this post?

Is there anything else you want us to know in support of your application?