



This document has been developed to provide guidance to help you whilst completing the application form. Corra Foundation's application forms have been designed to comply with the General Data Protection Regulation (GDPR). You can view Corra's [Privacy notice](#) on the website.

The application form should be completed electronically, however if you would like to complete this in another format, please email recruitment@corra.scot

1 Personal Details

This section asks for personal details. Please note that our Selection Panel will not see this page during initial selection. We try to ensure that all applicants are treated in exactly the same way by making your application anonymous and removing the personal details page before providing a copy to our Selection Panel. This will, of course, be put back with the rest of your application once if you are successfully short-listed for the interview panel.

2 Referees

References will only be sought for the successful applicant. Please note that our Selection Panel will not see this page during initial selection. No unconditional offer of employment will be made until satisfactory references have been received. The first referee must be your current or immediate past employer. The other referee can be professional or personal, and should be able to verify your skills and experience as related to the job applied for.

3 Declaration

This should be signed after you have completed the form. Please note that our Selection Panel will not see this page during initial selection. We ask for your consent to hold your application for a period of 6 months. In the event of a similar post becoming available within this period, we may contact previous applicants to ask if they wish to be considered for the new post.

4 Qualifications

Please give enough detail to assess your qualifications in relation to the post for which you are applying. You may also wish to tell us about any relevant job-related training. We may require to see any certificates of qualifications you hold if you are successfully appointed.

5 Membership of Professional Organisations

We may require to see any certificates of memberships you hold if you are successfully appointed.

6 Present Employer

This section asks about your present employer, or your immediate past employer to give us an idea of your salary and benefits and your duties and responsibilities.

7 Employment History

This section asks about your work experience. 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. You need only go as far back as 10 years, but further if you feel it is relevant to the role being applied for.

8 Voluntary Work

We would find it interesting to learn of any voluntary work which you feel is relevant to your application.

9 Supporting Information

The first question in this section is your opportunity to tell us about your skills and experience which are relevant to the post, with particular relevance to the person specification for the role. Please set these out clearly against the essential and desirable criteria. We have allowed a maximum of two pages for this.

We would also be interested to learn what has attracted you to apply for the post, and we have provided space for anything else you think would support your application.

RETURNING YOUR APPLICATION

Applications can be returned to us **by email** to recruitment@corra.scot

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.

