



Our application form has been designed to comply with the Data Protection Act 1998 and to ensure that we do not ask for any unnecessary information which may allow discrimination. The information you provide on the form will only be used as part of the selection procedure and for any subsequent administration if your application is successful. Page 1 will be removed on receipt so that, prior to interview, the selection panel will only consider the information on pages 2 to 5.

Please complete the form as fully as you can using **black or blue ink**.
Please **do not** attach any additional sheets.

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 our Selection Panel by making your application anonymous and removing the personal details page. This will, of course, be put back with the rest of your application once recommended candidates have been short-listed.

2 Referees

References will only be sought for the successful applicant. 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 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 – if you send your application to us electronically and are invited to interview – you will be asked at that point to sign the application. 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 attainments 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 invited to interview, we may ask you to bring these with you.

5 Membership of Professional Organisations

We may require to see any certificates of memberships you hold. If you are invited to interview we may ask you to bring these with you.

6 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.

7 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, bearing in mind the information you have been given about the post i.e. the job description and person specification. Please specifically address the essential and desirable criteria.

8 General Information

To assist with fair selection, you must tell us if you are related to any member of the Corra Foundation's staff or Board of Trustees. Such relationship will not preclude you from consideration.

You need only answer the question about driving licence if applying for a post that requires it as stated in the Person Specification. We may ask to see your licence before appointing you.

You are asked to tell us if you are currently eligible for employment in the UK. This is to ensure compliance with the Asylum and Immigration Act 1996 which requires organizations to ensure individuals, to whom they are offering employment, have permission to work in the UK i.e. they hold a British passport/ birth certificate/work permit. If an offer of employment is made you will be required to produce such evidence.

You are asked to inform us about unspent convictions and any pending court appearances or charges. A basic disclosure from Disclosure Scotland will be sought in respect of the successful applicant, prior to an unconditional offer of employment being made.

Applications can be returned to us either in **hard copy** or **by email** as follows:

Hard copies

Core Operations
Corra Foundation
Riverside House
502 Gorgie Road
Edinburgh EH11 3AF

Email copies

hello@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.