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| **Application Form** | |
| Application for (Job Title) |  |
| Date available to take up employment |  |
| Salary expectations |  |
| Where did you hear about Frontline Fife? |  |
| Are you related to or have a friendship with a staff member or Trustee? If yes, please contact us to access FLF’s Conflict of Interest policy. |  |

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| **Personal Details** | | | | | | |
| Last Name |  | | | First Name |  | |
| Name known by |  | | | | | |
| Address |  | | | | | |
| Telephone numbers | | Home |  | | | |
| Mobile |  | | | |
| Email address | | |  | | | |
| What is your preferred method of contact? | | |  | | | |
| Are you already a member of the PVG Scheme? | | | | | | Yes/No |
| Do you recognise yourself as having a disability / long term medical condition? (*please note you do not have to respond to this question)* | | | | | | Yes/No/NA |

*This front page will not be seen by the recruitment panel until the information on the following pages have been assessed and a shortlist compiled.*

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| **Personal Detail (Continued)** | | |
| Do you currently have a valid driving licence enabling you to drive? | | Yes/No |
| If yes, licence type | | Provisional/Full |
| Driving licence |  | |
| Do you own or have access to a car for regular business use? | | Yes/No |
| Do you have the appropriate insurance to cover your car for regular business use? | | Yes/No |

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| **Qualifications & Training**  ***(please only include those which are relevant to this post)*** | | | | |
| Qualification/Training Attended (e.g. Health & Social Care) | Level Achieved (e.g. SVQ 2) | Full/Part Time | Start Date | End Date |
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| **Membership of Professional Bodies**  ***(including SSSC registration)*** | | | |
| Name of Professional Body | Level/Type of Membership | Renewal Date | Status/No of years of Association |
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| **Work Experience** | | | |
| **Present (or most recent) Post** | | | |
| Name of Employer |  | | |
| Address of Employer |  | | |
| Job Title |  | | |
| Summary of Duties/ Responsibilities |  | | |
| Start Date |  | End Date/Notice Period |  |
| Current Salary (do not include any bonus/ overtime payments) |  | | |
| Reason for Leaving |  | | |

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| **Work History (a full work history is required, explaining any gaps in employment)** | | | | | | | |
| Name of Employer | | Job Title | | From | To | | Reason for Leaving |
| month/year | | |
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| Role Purpose/Summary of Responsibilities | | | | | | | |
|  | | | | | | | |
| Name of Employer | | Job Title | | From | To | | Reason for Leaving |
| month/year | | |
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| Role Purpose/Summary of Responsibilities | | | | | | | |
|  | | | | | | | |
| Name of Employer | | Job Title | | From | To | | Reason for Leaving |
| month/year | | |
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| Role Purpose/Summary of Responsibilities | | | | | | | |
|  | | | | | | | |
| Name of Employer | | Job Title | | From | To | | Reason for Leaving |
| month/year | | |
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| Role Purpose/Summary of Responsibilities | | | | | | | |
|  | | | | | | | |
| Name of Employer | | Job Title | | From | To | | Reason for Leaving |
| month/year | | |
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| Role Purpose/Summary of Responsibilities | | | | | | | |
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| **Community, Volunteer or Public Duty Experience** | | | | | | | |
| Name of Organisation | Position/ Title | | Duties | | | Start/End Dates | |
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| **Personal Statement in Support of Your Application**  *(This should include your personal values, qualities, skills and any major achievements. Please explain how these would support your application for this post (1000 works max)* |
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| |  |  |  |  | | --- | --- | --- | --- | | **Referees**  *(Family members should NOT be used)* | | | | | Reference 1: Present or Most Recent Employer | | | | | Name |  | | | | | Relationship (e.g. Line Manager) |  | | | | | Organisation |  | | | | | Address |  | | | | | Telephone Number |  | Email Address |  | | | Length of time known |  | | | | | Contact prior to interview? | Yes/No | | | | | | | | | |
| Reference 2: | | | |
| Name |  | | |
| Relationship (e.g. Line Manager) |  | | |
| Organisation |  | | |
| Address |  | | |
| Telephone Number |  | Email Address |  |
| Length of time known |  | | |
| Contact prior to interview? | Yes/No | | |

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| **Permission to Work in the UK** | |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | Yes/No |
| If you are successful in your application would you require permission to work in the UK? | Yes/No |

**Data Protection Statement**

Frontline Fife takes the data protection of our applicants very seriously. We comply with the requirements of the General Data Protection Regulations (GDPR) 2016 as implemented by the Data Protection Act 2018. When processing your data, we observe and implement the data protection principles under the GDPR.

We only keep your data for as long as we need it, which, in relation to unsuccessful candidates, is two months. If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you. The retention period prescribed in this policy in relation to employees is 3 years (subject to statutory retention periods). Any data that we process during recruitment is stored utilising appropriate security measures to ensure the security of your data.

For more information, please see our privacy notice on our website <https://www.frontlinefife.co.uk/about/vacancies/> or by emailing [info@frontlinefife.co.uk](mailto:info@frontlinefife.co.uk).

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| **Previous Applications to FrontlineFife**  *(to be completed by applicant if applicable)* | |
| Date of previous application |  |
| Position applied for |  |
| Did the application go through to interview? | Yes/No |
| If yes, what was the outcome? |  |

**DECLARATION**

I can confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statement will be sufficient cause for rejection or, if employed, dismissal.

Print Name:

Signature: Date:

Thank you for completing the application form.

Please return this document marked “Private and Confidential” to:

Frontline Fife Homelessness Services

57 – 59 Viewforth Street

Kirkcaldy

KY1 3DJ

Alternatively, you can email the completed application form to: [recruitment@frontlinefife.co.uk](mailto:recruitment@frontlinefife.co.uk).

If you need to discuss any questions within this application form, please contact Shona Glover in the first instance on 01592 800430.