



## Application Form for Individuals Seeking Regulated Work

**Position applied for:**

### **1. Personal Details:**

Forename(s)	Surname
Any previous name by which you've been known	
Address:	Home Tel No
	Mobile No
	Email Address
Post code:	

### **2. (Only if applying for paid employment)**

Employers name and address	Position:
	Date appointed:
	Salary:
	Additional benefits:
	Notice required and reason for leaving:

**3. Previous Employment (start with most recent, if applying for an unpaid position please give details of working with children)**

From - To	Employer's Name and address	Post held	Reason for leaving

(Continue on separate page if necessary)

**4. Education and qualifications**

From-To	Secondary Schools, Colleges, Polytechnics, Universities and other Institutions (indicate full or part-time)	Qualifications

(Continue on separate page if necessary)

**5. Other training and qualifications**

From-To	Please give details of any training courses (e.g., coaching courses etc) or qualifications relevant to this application	Qualifications


## 6. Supporting Statement

Please state how you think your skills and experience match the requirements of the job description and give your reasons for applying. Please include any relevant voluntary work (with dates) and technical skills which we should know about.

## 7. Additional Information

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health, mental health or disability.

## 8. Interview Availability

Please advise of any dates you would be unable to attend an interview.

## 9. The Vacancy

How did you learn of this vacancy?

## 10. References

Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted. Let us know if you do not want us to contact a referee prior to interview.

Name	Name
Address	Address
Postcode:	Postcode:
Tel No	Tel No
How do they know you?	How do they know you?
How long have they known you?	How long have they known you?

## 11. Declaration

Data Protection Act In order to recruit to the post The Scottish Archery Association will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described. As this role is regulated work with children, I consent to The Scottish Archery Association requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.

Declaration I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Child Protection Officer

I confirm that I have seen the following identification documents relating to **[insert name of applicant]**:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Note: At least one form of identification must be photographic.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_

Once this form has been completed, it should be placed in an envelope, together with a separate sealed envelope, containing the applicants self declaration form, and sent to: Tracy McGarry, SAA CPO, Sunny Side Cottage, Lonmay, Fraserburgh, AB43 8ST