



**APPLICATION FOR EMPLOYMENT  
EDINBURGH & LOTHIAN GREENSPACE TRUST**

Thank you for your interest in a position at ELGT.

**IMPORTANT INFORMATION FOR CANDIDATES**

Please note:

- **Do not enclose a CV** as the information contained in it will not be considered.
- The personal details and the equal opportunities information sheets are both separated from your application form upon receipt and will not be made available to the shortlisting panel.
- Please return your completed application either by email or post:

*By email to:*

[recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk) (we will acknowledge all applications received before the stated closing date and time)

*By post to:*

Recruitment - confidential  
ELGT  
109/11 Swanston Road  
Edinburgh EH10 7DS

**Privacy Statement:**

The information provided on this application will only be used for the purpose of selection/recruitment and will remain private and confidential throughout. It will be destroyed six months after the interview date unless you take up employment with us, in which case it will become part of your personal employee record.

<b>POST APPLIED FOR:</b>	Community Link Worker
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**PERSONAL DETAILS**

<b>Your full name</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Mobile phone number</b>	

<b>Are you legally eligible for employment in the UK?</b>	
<b>Do you have proof of your eligibility?</b> <i>e.g. passport or birth certificate, or a document issued by the Home Office or</i>	

<b>Where did you hear about this vacancy?</b>	
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<b>Please sign</b>	
<p>I declare that to the best of my knowledge and belief the information given on this form is correct. By signing this form, I confirm that I am giving consent for ELGT to process and hold my personal data for recruitment purposes as outlined in the privacy statement above.</p> <p>If this form is being sent by e-mail, please type your name in this box to confirm that you are signing the form and agree to the statement above.</p>	
<b>Signed :</b>	<b>Date :</b>
<p>(Please note, if any particulars given by you in this application are found to be false, or if you wilfully omit or suppress any important facts, you may be liable to dismissal, if appointed.)</p>	

Candidate number: \_\_\_\_\_

**APPLICATION FORM**

<b>Employment</b> (current or most recent paid or voluntary position)			
<b>Job Title:</b>			
<b>From:</b>		<b>To:</b>	
<b>Employer's Name &amp; Address:</b>			
<b>Salary:</b>		<b>Notice Period:</b>	
<b>Give a brief description of duties</b>			
<b>Reasons for leaving</b>			

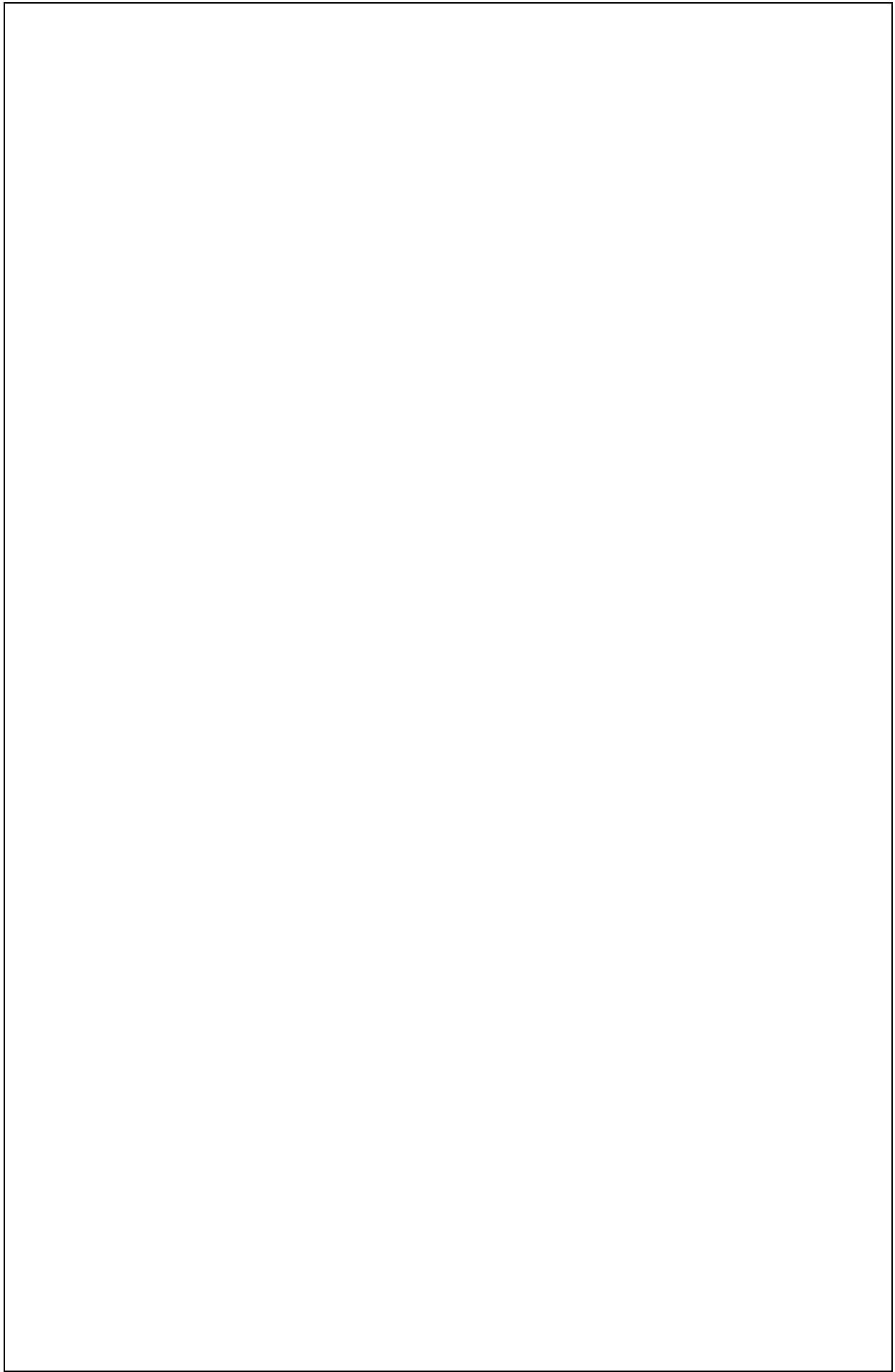
Candidate number: \_\_\_\_\_

Previous employment (including voluntary work if relevant to this post)			
Dates:		Name of Employer/Organisation	Brief details of job title, duties and reasons for leaving
From:	To:		

EDUCATION AND TRAINING (INCLUDING IN-SERVICE TRAINING)				
FROM	TO	ESTABLISHMENT	COURSE OF STUDY (STATE WHETHER FULL-TIME OR PART-TIME)	QUALIFICATION GAINED AND LEVEL OF PASS (IF APPLICABLE)

Meeting our requirements
<p>The Person Specification for the post lists the qualities required from the successful candidate. Please <b>describe and demonstrate</b> how you meet the <b>essential</b> criteria in the Person Specification.</p>

Candidate number: \_\_\_\_\_



Candidate number: \_\_\_\_\_

**Why are you interested in applying for this post?**

**Do you require any particular arrangements to assist you to attend an interview?**

**REFEREES:** ELGT require 2 written employers' references, where appropriate, prior to making an appointment. One must be from your present or most recent employer.

Internal applicants should indicate their line manager as a referee and someone out with ELGT who can comment on your work in a professional capacity. Please inform your referees that we may be approaching them.

Candidate number: \_\_\_\_\_

Name 1	
Title/Position:	
Address:	
Telephone Number:	
Email address:	
Relationship to you:	
May we contact them BEFORE an interview?	

Name 2	
Title/Position:	
Address:	
Telephone Number:	
Email address:	
Relationship to you:	
May we contact them BEFORE an interview?	

**Disability Confident**

This information is required so that all disabled applicants who meet the minimum criteria for this position are offered an interview.	<b>Yes</b>	<b>No</b>
Do you consider yourself to have a disability?		

**Protection of Vulnerable Groups Act**

	<b>Yes</b>	<b>No</b>
PVG scheme membership is a requirement of this post, are you are a member of the PVG Scheme		
If yes, please provide your 16-digit PVG Membership number		

Candidate number: \_\_\_\_\_

My current PVG Membership is in relation to regulated work with: Children <input type="checkbox"/> Protected adults <input type="checkbox"/> both Children and Protected Adults <input type="checkbox"/>	
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### Protection of Children and Vulnerable Adults

We are committed to ensuring the safety and protection of all people who access our services including children and adults with incapacity. To prevent abuse and protect the people who access our services you are required to declare convictions or being the subject of any investigation or enquiring relating to abuse or other inappropriate behaviour.

	Yes	No
Have you ever been subject to any investigation or enquiry into abuse or other inappropriate behaviour? If yes, you will be asked to provide details if selected for interview		
Are you aware of any pending proceedings, investigation, or enquiry against you in relation to abuse or other inappropriate behaviour? If yes, you will be asked to provide details if selected for interview		

### REHABILITATION OF OFFENDERS

The Rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their conviction as "spent" after the lapse of a period of years. This means that no reference needs to be made to the conviction or any circumstances relating to it.

However, because of the nature of the work you are applying for, this post has been exempted from the provisions of the act. You are therefore required to declare information about convictions which for other purposes are "spent" under the provisions of the act. In the event of employment, any failure to disclose such information could result in disciplinary action, up to and including dismissal.

The information provided in this section will be treated as confidential and will not be taken into account when considering your application at the initial stage.

If you are selected for interview, you will be given the opportunity to discuss any convictions with the recruitment manager if necessary.

	YES	NO
HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE(S)		

Candidate number: \_\_\_\_\_



IF YES, TO ANY OF THE ABOVE, PLEASE PROVIDE DETAILS OF CONVICTION(S)/CHARGES:

DATE	NAME OF COURT (IF APPLICABLE)	DETAILS OF OFFENCE/ENQUIRY	SENTENCE/OUTCOME

Candidate number: \_\_\_\_\_

## Equal Opportunities Monitoring Form – Confidential

ELGT is committed to being an equal opportunities employer and also commit to interview all applicants who have a disability and who meet the minimum criteria for the post applied for.

To assist us in the monitoring of our Equal Opportunities in Employment Policy we hope you will take the time to complete this form. This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of Data Protection legislation. The data will only be used for statistical and monitoring purposes and will be anonymised in any reporting.

This form will be removed prior to short listing for interview.

<b>Position Applied For:</b>	Community Link Worker
<b>Where did you see this post advertised?</b>	

<b>Ethnic origin (based on Census 2022 categories and listed alphabetically)</b>
<i>How would you describe your ethnic origin? Please place an X in the relevant box</i>

Asian, Scottish Asian or British Asian	African, Scottish African or British African
Pakistani, Scottish Pakistani or British Pakistani	
Indian, Scottish Indian or British Indian	<i>Please specify your ethnic group below:</i>
Bangladeshi, Scottish Bangladeshi or British Bangladeshi	
Chinese, Scottish Chinese or British Chinese	
Any other Asian background, <i>please specify below:</i>	
Caribbean or Black	Mixed or multiple ethnic group
<i>Please specify your ethnic group below:</i>	<i>Please specify your ethnic group below:</i>
Other ethnic group	
Arab, Scottish Arab or British Arab	
Other – <i>please specify below (e.g. Sikh, Jewish)</i>	
White	
Scottish	
Other British	
Irish	
Polish	
Gypsy or Traveller	
Roma	
Showman or Showwoman	
Other	
Any other white background, please specify:	

Candidate number: \_\_\_\_\_

Caring responsibilities				
Do you have caring responsibilities?			Yes	No
If 'yes' are they?			Children	Others (Parents/relatives/friends)

Age: Are you?										
16-24		25-34		35-44		45-54		55-64		65+

Gender: are you?							
Male		Female		Prefer to self describe:		Prefer not to say	
<i>If you are going through gender reassignment, please select the gender you identify as</i>							
Gender: is your gender identity the same as you were assigned at birth?							
Yes		No		Prefer not to say			

Marital status: are you?				
Married		Unmarried		In a civil partnership

Religion or belief: are you?			
Baha'i		Buddhist	
Christian		Hindu	
Jewish		Muslim	
Sikh		Other religion	
Do not wish to declare		Not religious	

Sexual Orientation: are you?				
Bisexual		Gay man/woman		Heterosexual/straight
Other, please specify:				Prefer not to say

Candidate number: \_\_\_\_\_