

**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.
- **Acceptable Use Policy - Artificial Intelligence (AI)**
ELGT understands that candidates may choose to use AI tools to support their job applications- for example, to help structure or edit written responses. We welcome the use of AI in this way, particularly where it helps improve accessibility, such as for neurodivergent applicants. However, we ask that any information submitted reflects your own experience, skills and understanding. During interviews, candidates are expected to respond independently without the use of AI tools. If you require any adjustments or support during the recruitment process, please contact recruitment@elgt.org.uk.
- **Commitment to Diversity & Inclusion:**
 - To achieve our vision of where everyone in Edinburgh & the Lothians has access to quality greenspaces to help support health and wellbeing, we need to better reflect society and the communities we work in. All people, no matter their background, identity, ability, or circumstance, should benefit from quality greenspaces.
 - People of colour and disabled people are currently under-represented across the environment and conservation sector. If you identify as a person of colour and/or disabled, we particularly encourage you to apply.
 - Please contact us to discuss any additional support or adjustments you may need to complete your application.
- Please return your completed application by email as follows:

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

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.

PERSONAL DETAILS

Your full name	
Address:	
Email address	
Telephone number	
Mobile phone number	

Where did you hear about this vacancy?	
Advert (please specify where)	
Website (URL or name)	
Word of mouth	
Other (please specify)	

Please sign	
<p>I declare that to the best of my knowledge and belief the information given on this form is correct. 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>	
Signed :	Date :
<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

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

Candidate number: _____

[Large empty rectangular box for application content]

Candidate number: _____

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)

Why are you interested in applying for this post?

Candidate number: _____

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

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Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2013

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Candidate number: _____

REFEREES: Please give 2 referees, one of whom should be your current (or most recent) employer or organisation in the case of a voluntary role

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

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

Candidate number: _____

Equal Opportunities Monitoring Form – Confidential

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 report.

Position Applied For:	Greenspace Projects Officer
Where did you see this post advertised?	

Ethnic origin (based on Census 2001 categories and listed alphabetically)
<i>How would you describe your ethnic origin? Please place an X in the relevant box</i>

Asian, Asian British	Black, Black British
Bangladeshi	African
Indian	Caribbean
Pakistani	
Any other Asian background, please specify:	Any other black background, please specify:
Chinese, Chinese British	Mixed
Chinese	White and Black African
	White and Black Caribbean
	White and Asian
Any other Chinese background, please specify:	Any other Mixed background, please specify:
White	
British	
English	
Irish	
Scottish	
Welsh	
Any other white background, please specify:	

Caring responsibilities				
Do you have caring responsibilities?			Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>
If 'yes' are they?	Children	Others (Parents/relatives/friends)		

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

Candidate number: _____

Disability

A disabled person under the Disability Discrimination Act 1995 is described as anyone with a “physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.”

This definition can be broken down to help explain the meaning of disability:

Physical impairment	Such as difficulty using your arms or mobility issues which means using a wheelchair or crutches
Mental impairment	Such as depression or schizophrenia
Sensory impairment	Such as being blind/having a serious visual impairment or being deaf or having a serious hearing impairment
Learning disability	Such as Down’s Syndrome
Specific Learning Difficulty	Such as dyslexia, autism, cognitive impairment or head injury
Long standing illness	Such as cancer, HIV, diabetes, chronic heart illness or epilepsy
Other	Such as disfigurement

Do you consider yourself to have a disability?	Yes	No
What is the nature of your disability or health condition?		

Gender: are you?

Male		Female		Other		Prefer not to say	
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Marital status: are you?

Married		Unmarried		In a civil partnership	
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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: _____