



**Food Train**  
supporting older people  
**APPLICATION FORM**

Post Applied For	<b>Service Administrator &amp; Coordinator (Scottish Borders)</b>
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PERSONAL DETAILS

Surname	
First Names	
Address	
Post Code	
Telephone Number	
Mobile Number	
Email Address <b>(Please Provide)</b>	

EDUCATION & TRAINING

Secondary School Attended	Dates From	Dates To	Qualifications
College/University Attended	From	To	Qualifications
Other Training Courses	From	To	Qualifications

**EMPLOYMENT**

Current/Last Employer's Name	
Address	
Job Title and Salary	
Dates Employed	
Reason for Leaving	
Brief Outline of Duties	

**EMPLOYMENT / EXPERIENCE HISTORY**

**(most recent first, please add more lines if needed)**

Dates From	Dates To	Employer's Name & Address	Job Title & Duties	Reason for leaving

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REASON FOR APPLYING

**WHAT HAVE YOU LEARNED ABOUT YOURSELF SO FAR IN YOUR WORKING LIFE?**

**WHAT ARE YOU PASSIONATE ABOUT?**

**WHAT ARE YOUR GOALS FOR THE FUTURE?**

**SUPPORTING INFORMATION – Please evidence how your skills, competencies and work experience match the essential criteria we are looking for, contained within the job description for this role?**

INTERESTS/ACTIVITIES

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### OTHER INFORMATION

Do you have any access or support needs we should be aware of?	
Do you have access to a car for work purposes?	
Do you have a current driving Licence?	
Do you have any driving convictions or endorsements? <b>(please give details)</b>	
Are you a member of the PVG Scheme? <b>(If yes what level of disclosure check have you completed?)</b>	
Date you would be eligible to take up the job if appointed?	
How did you become aware of this vacancy?	

For the purposes of the Rehabilitation of Offenders Act (1974) this post is exempt from these statutes and therefore you are required to declare the following information.

### CRIMINAL CONVICTIONS

Do you have any previous Criminal convictions? <b>(if yes please give details)</b>	
Are you awaiting trial for any Criminal offence? <b>(if yes please give details)</b>	

### DATA PROTECTION

The information you have provided on this form will be used to process your application for employment. We will process this information in line with our privacy policy, which can be found [here](#). If you succeed in your application for employment, we will also use the information you have provided in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment. By signing this application form, you are agreeing to the processing of your personal data in this way.

### DECLARATION

I certify the information given on this form is correct to the best of my knowledge and discovery of any false information could render my application/employment invalid. If I am not successful in my application, I understand that my application will be retained for 6 months.

<b>DATE</b>	<b>SIGNATURE</b>

Please email your completed application to [everything@thefoodtrain.co.uk](mailto:everything@thefoodtrain.co.uk)

**Closing date** Thursday 1<sup>st</sup> September 2022 at noon

**Interviews** will be held on Wednesday 14<sup>th</sup> September 2022 in Galashiels