**Application Form**

All sections of this application form should be completed.

Please note that each section of the application form can be expanded or reduced; applicants are therefore not restricted by the size of each box.

Completed applications should be e-mailed to [wendy.odedina@gcrb.ac.uk](mailto:wendy.odedina@gcrb.ac.uk) or posted to:

Wendy Odedina (Confidential)

Executive Assistant

Glasgow Colleges’ Regional Board

City of Glasgow College

190 Cathedral Street

Glasgow

G4 0RF

|  |  |
| --- | --- |
| **Application for the post of** | **Finance and Resources Director** |

|  |
| --- |
| **Personal Information** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | | | | | | | |
| Forenames |  | | | | | | | | | |
| Home Address |  | | | | | | | | | |
| Telephone Numbers | Daytime |  | | | | | | | | |
| Evening |  | | | | | | | | |
| Mobile |  | | | | | | | | |
| E-mail for communication |  | | | | | | | | | |
| Under the Immigration, Asylum and National Act 2006 (or as subsequently amended), you are required to provide evidence of your eligibility to work in the UK and comply with any restrictions. We are required to check evidence of eligibility to work in the UK for each new applicant/interviewee before they commence employment. | | | | | | | | | | |
| Please confirm your immigration status | | |  | | | | | | | |
| Please confirm, if there are any restrictions to your right to work or reside in the UK which might affect your right to take up employment in the UK | | |  |  |  |  |  |  |  |  |
| Yes |  |  | No |  |  |  |  |
|  |  |  |  |  |  |  |  |
| If Yes, please provide details: | | |  | | | | | | | |
| All successful applicants will be asked to provide original proof of their right to work in the UK prior to commencement of employment. | | | | | | | | | | |
| Where did you see this vacancy advertised? | | |  | | | | | | | |
| Are you applying on a job-share basis? | | |  | | | | | | | |

|  |
| --- |
| Education and Training |

|  |  |  |  |
| --- | --- | --- | --- |
| Further and Higher Education | | | |
| Institute Attended and Subject/s Studied | Educational Qualifications | | |
| Title | Level | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Please give details of any relevant additional qualifications, training courses attended, membership of professional bodies etc. |
|  |

|  |
| --- |
| Present Employment |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Post Held |  | | |
| Start Date |  | Notice Period |  |
| Address, postcode and telephone number of employer |  | | |
| Details of Duties and Key Responsibilities | | | |
|  | | | |
| Present Salary (including any bonus payments) | | £ | |

|  |
| --- |
| Career History |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer and Address | Post held, brief description of duties and responsibilities and reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Information in Support of Your Application |

|  |
| --- |
| Having read the Job Description and Person Specification how do you meet the role criteria in terms of your experience, skills and key achievements? |
| *Experience* |
|  |

|  |
| --- |
| *Skills* |
|  |
| *Key Achievements* |
|  |

|  |
| --- |
| What are your immediate and long-term career objectives? |
|  |

|  |
| --- |
| Please provide any further details that you feel are relevant to your application. |
|  |

|  |
| --- |
| Referees |

|  |  |  |
| --- | --- | --- |
| Please give details of two referees who have knowledge of your professional ability covering at least the last 5 years of employment, one of which should be your current or most recent employer (if applicable). | | |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Personal or Professional Referee |  |  |
| Address |  |  |
| Telephone Number |  |  |
| Direct E-mail |  |  |
| Can we contact prior to interview? | Yes/No | Yes/No |

|  |
| --- |
| **Disclosure Scotland Vetting** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| We are required to ensure all new employees are subject to checks under the Protection of Vulnerable Groups (PVG) vetting process prior to their taking up employment. This is a specific requirement administered via Disclosure Scotland, of both the relevant Child Protection status under which the GCRB operates. If you are successful in your application and offered employment, you will be subject to a (PVG) check and your offer of employment is conditional on this. | | | | | | |
| Do you hold a current Protection of Vulnerable Groups (PVG) Disclosure Certificate |  |  |  |  |  |  |
| Yes |  |  | No |  |  |
|  |  |  |  |  |  |
| If yes, please provide your membership number |  | | | | | |
| The Rehabilitation of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003 as amended applies to all posts as there is provision to persons under 16.  If your application is to be taken further, GCRB will either undertake a PVG or Police Act Disclosure check with Disclosure Scotland. | | | | | | |

|  |
| --- |
| **Declaration** |

I authorise the Glasgow Colleges’ Regional Board (GCRB) to obtain references to support this application once an offer has been made and accepted and release GCRB, and referees, from any liability caused by giving and receiving such information (please see the reference section above).

To the best of my knowledge and belief the statements above are true and I understand that withholding or embellishing facts called for above may be the cause for refusal or termination of employment with GCRB.

Signature: Date:

Information provided in this Application Form is protected by the Data Protection Act 1998.