RECRUITMENT APPLICATION FORM

Please complete this form as fully as possible, as we can only determine your suitability for the position from the information you give in this application.

CVs will not be accepted.

Please send your completed form to: office@coveybefriending.org.uk

Postal address: **COVEY Befriending, Regent House, 9 High Patrick Street, Hamilton, ML3 7JA**

Telephone: 01698 894013

Closing date for receipt of applications is Monday 29 November 2021

Applications received after this time will not be considered.

Interview daste to be confirmed

The information provided within your application form will be processed in accordance with GDPR legislation.

Position applied for:	
Full name:	
Address: Postcode: Email: Telephone:	

Relevant skills, knowledge and experience: Please set out how your knowledge, skills and experience are relevant to the post you have applied for and what interested you in this particular role. Please refer to the criteria set out within the job description to demonstrate clear links to where and how you gained the knowledge, skills and experience to undertake the role you are applying for. Continue on a separate sheet if necessary (no more than 1 side of an A4 sheet).

Supporting statement: Please tell us about YOU - why this role, how do you align to the COVEY values, what additionality do you expect to bring to the team, what aspects of the role or work within COVEY do you feel you would need development and, most importantly, why COVEY?

COVEY
Adding Colour to Lives

References: Please give the names and addresses of two referees who must not be related to you or a member of your household. One must be your current or most recent employer. **We will only contact your referees if we make you a conditional offer.**	
Referee 1 Time known this person? In what capacity?	**Referee 2** Time known this person? In what capacity?
Name: Address: Postcode: Email: Telephone:	Name: Address: Postcode: Email: Telephone:

Where did you find out about this post?	

Declaration
I declare that the information I have given in support of my application for employment, is to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or employment may be terminated. Signature Date

Data Protection
In applying for this post I give consent to COVEY Befriending to hold and process data which is relevant to the recruitment process. This includes sensitive personal data which will be stored for monitoring purposes. Signature Date