Table Tennis Scotland

Caledonia House

1 Redheughs Rigg

South Gyle

Edinburgh

EH12 9DQ

Richard.yule@tabletennisscotland.co.uk



# APPLICATION FOR THE POST OF

**Pathways Manager**

When completed this form should be returned by email or post, marked

'Private and Confidential', to: Richard Yule

The closing date for applications is Friday 6 March 2020

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| PERSONAL DETAILS |
| Title: | Surname: | Other names in full: |

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| ADDRESS |
|   |
| TELEPHONE, FAX AND E-MAIL |
| HomeTel:E-mail:Mobile: | WorkTel:E-mail:(please state if you do not wish to be contacted at work) |
|  |  |
| Do you hold a valid UK driving licence?  | YES / NO  |
| Do you have any unspent convictions (including motoring offences)?If yes, give brief details | YES / NO |
| Are you eligible to work in the UK? | YES / NO |
| Having a criminal record will not necessarily bar you from working with Table Tennis Scotland. This will depend on the position applied for and the nature of your offence. If you are applying for a position which involves regulated activity with children or adults, you will be required, at the offer stage, to apply for an Enhanced Disclosure and Barred Lists check. |
| IF APPOINTED WHEN COULD YOUSTART WORK? | **HOW DID YOU HEAR OF THIS VACANCY?** |

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| **EDUCATION AND TRAINING** |
| Secondary School, Higher & Further Education Establishments or Training Centres attended | Dates | Academic, Vocational or Professional Qualifications |
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| **SUMMARY OF PAST CAREER (start with most recent)** |
| Name of employer, position held, dates employed, salary and benefits | Brief description of responsibilities, including where relevant number of staff directly responsible to you, annual budget for which you were responsible and notable achievements. |
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**Continued ………….**

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| **Continued….**  |
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| **Please state how you think your skills and experience match the requirements of this post and give your reasons for applying.**  |
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| OTHER RELEVANT INFORMATION |
| Recreational interests, hobbies, voluntary or community work |
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| **REFERENCES** |
| Please give names and addresses of three persons to whom application for a reference may be made. At least one should be a previous employer. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment. |
| NAME AND ADDRESS | CAPACITY IN WHICH KNOWN TO YOU |
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| DECLARATION |
| Data Protection Act In order to recruit to this post Table Tennis Scotland will (within the terms of the Data Protection Act 1998) process using a computer system personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants. |
| Consent I consent to the processing of personal information in the way described.Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application. |
| Signature: | Date: |

# EQUAL OPPORTUNITIES MONITORING

Table Tennis Scotland is committed to the principle of equality of opportunity and aims to ensure that all present and potential employees are treated fairly and on an equal basis, irrespective of gender, age, disability, ethnic origin, colour, religion or belief, social status or sexual orientation.

The completion of this form is voluntary, but the information it contains helps Table Tennis Scotland to monitor our equal opportunities policies and procedures. It will be retained by the Human Resources Department and will not be seen by those conducting the shortlisting of applicants.

## Gender Please tick male or female

## Age Please tick relevant age group:

Under 21 21-30 31-40 41-50 51-60 Over 60

## Ethnic Origin Please tick the relevant category:

White Black/Black British Asian/Asian British Chinese Mixed

Other (please write in) .................................................................…………….

### Disability

Do you consider yourself to have a disability? Yes No

Please state if you require any special arrangements to be made for you to attend an interview, if selected:

.. ………………………………………………………………………………………………

Would you agree to complete a pre-employment medical questionnaire if offered employment?

Yes No

**Data Protection Act:**  For recruitment and monitoring purposes Table Tennis Scotland will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

**Consent** : I consent to the processing of personal information for the purposes described.

**Signed:** ………………………………………………………….. **Date:** ……………………………