



Application Form

Position: Personal Development Worker

Locality: Aberdeen

- Please **download** this application if viewing in browser.
- We will only consider applications where all relevant sections have been completed.
- This application contains a link at the end to upload via our recruitment site.

[Click here](#) to download **Job Description** (PDF) [Click here](#) to download **Person Specification** (PDF)

Basic Information. Please complete all of the following sections

The following information you provide will be treated in the strictest confidence

Reference Number (Required)	Full Time (If Applicable) <input type="checkbox"/>	Part Time (If Applicable) <input type="checkbox"/>
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Personal Title (Please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
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First Name	Last Name
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Address (Full Address including Postcode)

e-mail
(Required)

Home Phone Number	Mobile Phone Number
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Where did you see this vacancy?	Join our e-mailing list (Please Tick / Optional) <input type="checkbox"/>
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SUPPORTING STATEMENT

Please complete a supporting statement in the box below.

Tell us why you are interested in this job, what relevant knowledge and experience that you have, and any ideas and additional skills that you could bring to the team. Within your supporting statement we are looking for you to clearly demonstrate how you meet the requirements of the role as described in the job advert and role profile.

Providing examples of your experiences to demonstrate your capability and evidence of what has changed or improved as a result of what you have done will help us to assess your suitability for the job.

When shortlisting we will be looking at how well you match the job advert and role profile. Please include any skills, qualities, experience or neighbourhood connections which can help people achieve their outcomes. *(500 words max)*

INTERESTS, ACHIEVEMENTS AND LEISURE ACTIVITIES (optional)

Please use this section to include anything that you feel passionate about or which you feel has not been included in any other section that would strengthen your application:

E.g. hobbies, sports, club memberships. C-Change endeavours to match successful candidates with the people C-Change works for. This information will assist us with our matching process. *(500 words max)*

PRESENT OR LAST EMPLOYER

(The following information you provide will be treated in the strictest confidence)

Are you currently employed?

Yes

No

Name of present or last employer

Job Title

Current Salary

Address (Full Address including Postcode)

Please give a brief description of your duties

Reason for leaving

Length of Service

From

To

How much notice are you required to give your current employer (if applicable)

EMPLOYMENT HISTORY - PAID & VOLUNTARY

Please give details of all your employment / voluntary work stating the most recent first.

Please include:

- Name & address of employer
 - Dates employed
 - Position held & main duties
 - Reason for leaving
-

EDUCATION

Please include:

- Secondary Education (Subjects & qualifications gained)
 - Further Education, College / University
(Subject / Course taken, Qualification attained, where attained, date attained)
-

JOB RELATED TRAINING COURSES

Please include:

- Course title
 - Organising body
 - Date of training
-

ABOUT YOU

(The following information you provide will be treated in the strictest confidence)

Do you have a Full Driving Licence?
(This would be in relation to potentially being a named driver on a mobility car).

Yes

No

Do you have any endorsements on your license?

Yes

No

If **YES** please give further details including dates

What days are you available to work?

ALL

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

This post involves shift work including evenings, sleepovers, weekends and possible overtime. Are there any hours which you would not be able to work?

Yes

No

If **YES** please give further details including dates

Are you subject to any restrictions or commitments which might restrict your working activities?

Yes

No

If **YES** please give further details including dates

Do you have any objections to working with someone who smokes?

Yes

No

References (required)

Please give the names of two people whom we may approach for a reference
(One of which should be your present or most recent employer)

Reference 1

Business

Personal

Please include:

- Name
- Position
- Organisation
- e-mail

Reference 2

Business

Personal

Please include:

- Name
- Position
- Organisation
- e-mail

**Can we approach your current employer
before an offer of employment is made?**

Yes

No

Data Protection Notice

The organisation requires certain information prior to you commencing employment, to ensure you will be able to perform the requirements of the job and give a reliable service and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may be made to assist you in performing your duties, in accordance with the Disability Discrimination Act 1995 and the Equality Act 2010.

APPLICANT DECLARATION

I declare that to the best of my knowledge and belief that the information I have provided is correct. I understand that should any information be found to be false, or should there be any wilful omission or suppression of information, this may lead to the withdrawal of any employment offer or the subsequent termination of employment. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with The Data Protection Act 2018. (Please type name, you will be asked to sign this at interview).

**Full
Name**

Date

- 1 Please save your application.
- 2 Please [click here](#) to upload this application (do not e-mail).



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C-Change Aberdeen is part of C-Change Scotland
C-Change Scotland Company Number: SC262558
C-Change Scotland Charity Number: SC035124

