

# Scotland Committee

# Application Form

## Section one: Personal details

|  |  |  |
| --- | --- | --- |
| **Surname**  Enter your surname. | **Forenames (in full)**  Enter your forename. | **Title**  Enter your title. |
| **Address for correspondence:**  Address line 1  Address line 2  Town  Postcode | | |
| **Email address for correspondence**  Enter your email address | | |
| **Contact telephone number(s)** (please also provide mobile phone number if available):  Contact telephone number  Mobile telephone number if different from contact number. | | |
| **Latest employer (organisation name) if applicable:**  Latest employer or organisation if applicable. | | |
| **Latest job title**  Latest job title. | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Where did you hear about this opportunity? (please check all that apply)   |  |  |  | | --- | --- | --- | |  | The National Lottery Community Fund website | | |  | Public Appointments Scotland website | |  | Good Moves website | |  | Other website (please state) | |  | Another way (please state) | |

## Section two: Supporting statement

Tell us how you think you meet the essential and desirable criteria listed in the Person Specification on page 9 of the briefing pack (500 words)

Enter your supporting statement here.

## Section three: Public appointment

If you hold any public appointments or have held any in the last 5 years, please give details of these appointments together with details of the time commitment you must give to each.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation and position** | **Appointed by** | **Time commitment** | **Period of appointment** |
| Organisation and position | Appointed by | Time commitment | Period of Appointment |
| Organisation and position | Appointed by | Time commitment | Period of Appointment |
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| Organisation and position | Appointed by | Time commitment | Period of Appointment |
| Organisation and position | Appointed by | Time commitment | Period of Appointment |

Please continue on a separate sheet if necessary.

## Section four: Conflicts of interest

Please provide details of any connections that could be considered a conflict of interest. This could include, for example, employment, membership of an organisation or interest group or being a school Governor. These could also include financial interests or share ownership, active connections with a field of expertise in which the public body works, membership of societies, activities associations or employment of a partner or friend in a particular field in which the public body operates. If you have any questions regarding conflicts of interest, please contact Fiona Grant at [scvacancy@tnlcommunityfund.org.uk](mailto:scvacancy@tnlcommunityfund.org.uk).

Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful.

Please enter any potential conflicts of interest here.

## Section five: References

Please provide contact details of two people who are able to comment on your suitability for this position. We may contact them only if you are selected for interview.

**Reference one:**

|  |  |
| --- | --- |
| Name | Name of first reference |
| Address | Address of first reference |
| Telephone | Telephone number of first reference. |
| Mobile | Mobile telephone number of first reference. |
| Email | Email address of first reference. |
| In what capacity and over what period of time has this individual known you?  In what capacity and over what period of time has this individual known you? | |

**Reference two:**

|  |  |
| --- | --- |
| Name | Name of second reference |
| Address | Address of second reference |
| Telephone | Telephone number of second reference. |
| Mobile | Mobile telephone number of second reference. |
| Email | Email address of second reference. |
| In what capacity and over what period of time has this individual known you?  In what capacity and over what period of time has this individual known you? | |

## Section six: Declaration

I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and confirm that I am eligible to be considered for this appointment. I also certify that I will immediately disclose any changes in circumstances that affect the answers I have given.

|  |  |
| --- | --- |
| Signed |  |
| Print name | Print Name |
| Date | Date submitted |

## Data Protection

We take our responsibility to protects applicants’ personal data seriously. Visit our website to [find out more about how we process personal data](http://www.tnlcommunityfund.org.uk/about/customer-service/privacy-notice-for-job-applicants).

## Deadline for Applications

**Wednesday 23rd October at 12 noon - late applications will not be accepted.**

Please email your completed form, brief CV along with your completed Monitoring Form to [scvacancy@tnlcommunityfund.org.uk](mailto:scvacancy@tnlcommunityfund.org.uk)

Emailed applications will be automatically acknowledged and we will aim to respond to any queries within two working days.

Or post your completed application, to arrive by the above deadline, to:

Fiona Grant

The National Lottery Community Fund

70 Wellington Street

Glasgow

G2 6UA

We will acknowledge posted applications within two working days of receipt.