



**CONFIDENTIAL**

The information that you supply in this form will enable the Selection Panel to decide whether to invite you for interview. Please complete the form as fully as possible.

*The information provided in your application will be used by the Galloway and Southern Ayrshire Biosphere Partnership solely to process your application in accordance with the Data Protection Act 2018 and will not be disclosed to any other party.*

Post applied for: <b>Community Officer</b>	Closing Date: <b>Midday, Friday 5th November 2021</b>
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## About Yourself

Title:	Surname:	Forename(s) or Initial(s):
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Postal Address:	Mobile No.	Daytime Tel. No.

E-mail Address:

## Secondary Education

*(Please continue on separate sheet if necessary)*

Name of School :	Year(s):	Subjects Passed:	Grade & Pass Band:

## Further Education

*(Please continue on separate sheet if necessary)*

Name of Establishment :	Year(s):	Course(s) / Subjects Studied:	Qualifications:

**Professional Qualifications** *(Please continue on separate sheet if necessary)*

**Professional Qualifications** *(Please continue on separate sheet if necessary)*

Name of Awarding Body:	Year(s):	Qualifications Obtained:
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### Training Courses

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Courses Undertaken:	Year(s):	Provider(s):
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## Employment History

### Present Employment

Post Title :	Employer's Name and Address :	Date commenced:
Present Salary :	Reason for leaving / wishing to leave:	Notice period :

Nature of Post (please describe the main duties):

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**Previous Employment** (please list in order with most recent first)*(Please continue on separate sheet if necessary)*

Name and Address of Employer	Date from	Date to
Position Held:		
Main Duties:		
Reason for Leaving:		

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Position Held:		
Main Duties:		
Reason for Leaving:		

Name and Address of Employer	Date from	Date to
Position Held:		
Main Duties:		
Reason for Leaving:		

## **Experience, Skills and Knowledge**

To enable the Selection Panel to compare your experience, skills and knowledge with the requirements of the post, please complete the sections below to demonstrate how you satisfy these. This does not have to be from paid work but can be from other evidence. Candidates who do not meet all the requirements may still be considered.

*(Please expand text boxes as necessary)*

**Describe your experience of working collaboratively with external partners/services to support delivery of rural development initiatives.**  
(maximum of 200 words)

**Tell us about the methods you have used to when working with communities and other organisations to engage, build and maintain networks and connections.**  
(maximum of 200 words)

**Describe a time when working with a community organisation where you used your communication skills effectively to overcome a difficult situation**  
(maximum of 200 words)

**Describe your experience securing funding to deliver community and / or educational projects.**  
(maximum of 200 words)

**We are seeking an individual who will be enthusiastic, highly motivated and committed to the ethos of our UNESCO Biosphere. How would you demonstrate this?**  
(maximum of 200 words)

**Do you have a full and valid driving licence, with access to a car ?**

**Number of points (if relevant)**

**Additional Support Information**

Please provide any other relevant information not covered elsewhere on the form and indicate how this will enable you to contribute further to this post.  
(Please continue on separate sheet if necessary)

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**Referees**

Please give contact details of two referees (not family members). They should be qualified to comment on your ability and experience for this post. One should be from your current or most recent employer. Referees will only be taken up if you are offered the position.

Name (inc Title):	
Job Title:	
Address:	

Telephone No. :	
Email:	
Length of time known:	

Name (inc Title):	
Job Title:	
Address:	
Telephone No. :	
Email:	
Length of time known:	

### Source of Application

Please state how you became aware of this vacancy:
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### Personal Interests

Please describe what your hobbies are and how you occupy your leisure time
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### Disabilities

Do you consider that you have a disability?
If Yes, are there any arrangements that we could make for you if you are called for interview? Please give details.

## Relationships

Canvassing directly or indirectly will disqualify.

If you are related to any employee of the Galloway and Southern Ayrshire Biosphere, please give details:

If you are related to a member of GSAB's Partnership Board, please give details:

If you are selected for interview, you will be required to complete a Health Declaration form and Criminal Convictions Declaration form.

If you are selected for interview, please bring with you any qualifications referred to in this application form, including evidence of membership of professional bodies.

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Further information on this will be provided if you are selected for interview.

## Declaration

I certify that the information I have supplied in this application is accurate and complete and that I have not withheld any relevant information. I understand that the information given in this form would form part of any subsequent contract of employment. I understand that if it is subsequently discovered that any statement is false or misleading, my application may be disqualified, or if I have already been appointed, I may be dismissed without notice.

**Signed**

**Date**

Galloway and Southern Ayrshire Biosphere Partnership strives to be a  
Fair Work and Equal Opportunities employer.

**Registered Office:** Biosphere Office, Kirroughtree Courtyard, Stronord, Newton Stewart DG8 7BE  
Scottish Charity SC044137 Registered in Edinburgh