

SCOTTISH JEWISH HERITAGE CENTRE



Scottish Jewish Archives Centre, 129 Hill Street, Glasgow, G3 6UB Tel: 0141 332 4911
Email: info@sjac.org.uk



The Wolfson Family*
Charitable Trust

WILLIAM GRANT
FOUNDATION



Job application form – please see Guidance Notes on page 9 before completing form

Vacancy title:

Scottish Jewish Heritage Centre Manager

Please tell us how you heard about this vacancy:

1. Personal details

Last name:

First name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Driving Licence

Yes No

Do you hold a full, clean driving licence valid in the UK?

For office use only: Candidate Number

2. Preferred hours

We like our employees to be able to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please indicate when you are available:

	Mon	Tues	Weds	Thurs	Fri	Sun
Morning						
Afternoon					N/A	
Evening					N/A	

3. Education/Qualifications

College/University	Study dates	Qualification and Grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development, which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

For office use only: Candidate Number

Current Membership of any Professional Body/Organisation

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4. Employment history

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employee

Name of employer:			
Address:			
	Postcode:		
Position held:			
Date started:		Leaving date:	
Reason for leaving:			
Salary on leaving this post:		Contact name of line manager for reference:	

Brief description of duties:

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Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started: Leaving date:

Reason for leaving:

Salary on leaving this post: Contact name of line manager for reference:

Brief description of duties:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started: Leaving date:

Reason for leaving:

**Salary on
leaving this post:**

	Contact name of line manager for reference	
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Brief description of duties:

Continue on separate sheet if necessary

If appointed when could you start? Give period of notice if applicable

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at Brocco. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

Please contact us if you need the application form in an alternative format including large print.

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

Guidance sheet

- Please complete all sections of the form.
- Please type or write clearly in black or blue ink.
- In the 'Employment history' section you must state why you have left a position.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.