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| **Play Alloa Application Form** |
| Job / Position Applying for: Development & Delivery Officer  Name:  Phone: Home: Mobile:  Work (if applicable):  Address:  Postcode:  Email:  Emergency Contact: Phone: |
| **Please answer ALL questions as fully as possible.** |
| **Your Current Job:**  Current job title: Employer  Date from: Salary Rate: Hours Worked:  Summary of duties & experience |
| **Other Work Experience please continue of additional sheet (if required):**  Job Title: Employer:    Date From: Date To:  Summary of Duties:  Job Title: Employer:    Date From: Date To:  Summary of Duties: |

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| **Disclosure Scotland**  *Due to the sensitive nature of the people Play Alloa supports it may be necessary for our office staff to have full PVG clearance. You may be asked to complete a PVG application on behalf of Play Alloa.*    Do you have a current PVG certificate ? Yes No  If so, please state your registered number:  Have you had any criminal conviction, relevant to the post, that would like to disclose and discuss: |
| **Educational Qualifications:**  **Qualification Date achieved** |
| **Tell us about your experience of working within a Third Sector Development role.** |
| **Tell us about your Administration Skills** |
| **Tell us about your PC/IT Skills** |
| **Tell us about your Communication Skills** |
| **How do you cope with Work Pressure:** |
| **Please state your experience of working in or leading a team, and/or working on your own initiative:** |
| **Please tell us why you want to work with Play Alloa** |
| **Please tell us about any volunteering, personal experience or skills that you have that are relevant to Play Alloa.** |
| **Do you have any particular needs that we should be aware of so as to best support your work with us?**  **Yes No** Please state any relevant info: |

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| **References**  Please supply details of 2 people who know you well enough to comment about your suitability for this role including your current/most recent employer. They should not be family members. If you are not sure about who to put we are happy to discuss this with you.  **Referee 1**  Name:  Address:  Email:  Phone:  How does this person know you?  **Referee 2**  Name:  Address:  Email:  Phone:  How does this person know you? | |
| **How did you hear about us?**  Advert/poster Website Another organisation A friend/family member  Facebook Other (please specify) | |
| **Any Additional Information you would like to give:** | |
| **Signed: Date:** | |
| **Thank you**  **Please return this form to: Maria Malcolm, Senior Project Manager**  **Play Alloa**  **19 Broad Street**  **Alloa**  **Clackmannanshire**  **FK10 1AN**  **Email:** [**maria@playalloa.co.uk**](mailto:maria@playalloa.co.uk)  **Website:** [**www.playalloa.co.uk**](http://www.playalloa.co.uk) **Tel: 01259 721511** | |
| **Office Use:**  **Ref1: Ref2:** | **PVG Sent: PVG Rec’d:** |
| **PA Website** |  |