



# Equal Futures Facilitator Application Form

Please complete this application form in black ink using block capitals and return it within 2 weeks to: Laura Troll, Equal Futures, 54 Manor Place, Edinburgh EH3 7EH

Area you wish to work e.g. Edinburgh City only, Clydebank, Perthshire etc.

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Average hours per week that you are able to commit to: (job requires approx 4 per month) .....

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If Equal Futures offer you the role of Facilitator, when will you be able to start? .....

## PERSONAL INFORMATION

Title: .....	Forename(s): .....
Surname: .....	
Address: .....	
.....	
Postcode: .....	
Home Telephone No: (.....)	Mobile: .....
Work Telephone No: (.....)	<i>only list if it is convenient to call you there</i>
Email address: .....	
@.....	
Date of birth: ...../...../.....	
Do you hold a current driving licence? Yes [ ] No [ ]      Do you have access to a car? Yes [ ] No [ ]	

## GENERAL INFORMATION

Are you currently eligible for employment in the UK Yes [ ] No [ ]
REHABILITATION OF OFFENDERS ACT 1974 – If you have previously been convicted of any offences, please give details unless the conviction can be regarded as ‘spent’ in terms of the Rehabilitation of Offenders Act 1974 .....
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## EMPLOYMENT INFORMATION

Please give details of your present / most recent employment: .....

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Please give details of any previous work (voluntary or paid) which may be relevant:

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**EDUCATION AND TRAINING (most recent first)**

<b>Subjects studied and training courses attended</b>	<b>Qualifications and awarding bodies</b>	<b>Date obtained</b>

**SUPPORTING STATEMENT FOR A FACILITATOR**

Do you know anyone with a disability? Yes [ ] No [ ]

Please tell Equal Futures about the qualities which you think you can bring to a situation where someone is vulnerable and at risk of being excluded (*continue on a separate sheet if necessary*).

For this post where there is a very small circle of people in the life of the disabled person and their family, we want the facilitator to be able to tap into the community resources where the disabled person lives. For this role, which area do you have the most contacts and know best?

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Please tell Equal Futures how you think you would go about supporting a person and their family where you are the facilitator. Please note, training will be given, but we are looking for your initial thoughts and ideas. (*Please continue on a separate sheet if necessary*).

Please tell us about your hobbies and interests and how you spend your spare time

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Please tell us about the connections to the community you have e.g. what groups are you actively involved in, and what exciting activities have you done?

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**REFERENCES**

Please supply full details of two referees whom we may approach one of whom must be your present or most recent employer and the other a previous employer. If you are self-employed or unemployed please give details of two people who have direct and professional knowledge of your skills and abilities.

Name: ..... Name: .....

Occupation: ..... Occupation: .....

Address: ..... Address: .....

.....

..... Postcode: ..... Postcode: .....

Tel No: ..... Tel No: .....

Permission to contact: Yes [ ] No [ ]                      Permission to contact: Yes [ ] No [ ]

**DECLARATION**

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for consideration by Equal Futures. Equal Futures will store this Application Form in a secure and safe manner. The information gathered on this form will be retained for a maximum of six months.

I authorise the collection of this information by Equal Futures so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Equal Futures files, by providing a written request. I can also request the correction, addition or elimination of any data through this written request

I declare that the above information is accurate. I understand that any offer of employment by Equal Futures is subject to satisfactory references and an Enhanced Disclosure check.

Signed: ..... Date: .....

**Please return this document with a completed Equal Opportunities Form within 2 weeks of receiving it to:**

**Laura Troll  
Equal Futures, 54 Manor Place, Edinburgh EH3 7EH**

**Thank you for your application**