|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| E-mail address |  |
| Where did you hear about this position? |  |

|  |
| --- |
| **Personal Motivation**  *With reference to the job description, please explain why you are applying for this position and why you think you would be a good fit for the role*. |
|  |

|  |
| --- |
| **Skills and Experience**  *Please provide specific examples which demonstrate your skills and experience in the following areas:* |
| **Experience of event management (including producing risk assessments and event plans)** |
|  |
| **Experience of supporting, motivating and managing volunteers/staff** |
|  |
| **Experience of working/volunteering in the charity sector/fundraising** |
|  |
| **Ability to initiate, develop and implement new systems and processes** |
|  |
| **Ability to be proactive and work on own initiative with little supervision** |
|  |
| **Ability to multitask, prioritise and organise own workload** |
|  |

|  |  |  |
| --- | --- | --- |
| **References**  *Please provide the details of two referees. One must be your current or most recent employer*. | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Organisation: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

|  |
| --- |
| **Additional Information**  *Please provide any additional information relevant to your application* |
|  |

* Please send your **application form** (including the GDPR consent form below) and **CV** to recruitment@escaonline.org
* The closing date for applications is **5pm on Friday the 31st of May 2019**
* Interviews will be held the week beginning 3rd June 2019 in central Edinburgh
* Only shortlisted candidates will be contacted

**General Data Protection Regulations – Consent Form for Job Applicants**

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application. We will not release this data to any third party but it may be shared with staff, trustees or committee members relevant to your application.

* *The data we wish to obtain and hold, includes (but is not limited to) – c*ontact details (name, email address, telephone &/or mobile number), employment history, skills and qualifications
* *Why we wish to hold it –* this will allow us to make a decision on your suitability for employment
* *How long it will be kept –* Data obtained during recruitment will be kept until either your application has been declined and then destroyed after 6 months, or if a job offer is made, it will be used for the purposes of employment at ESCA.

**Agreement to use my data**

I hereby freely give Edinburgh Students Charities’ Appeal consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

* I understand that I can ask to see this data to check its accuracy at any time via a subject access request.
* I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
* I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.
* I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.
* I understand that if I am dissatisfied with how ESCA uses my data I can make a complaint to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk))

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.

Name: ...…………………………………………………………

Signature: ……………………………………………………….

Date: …………………………………………………………….