



Application for Employment

Position Applied for	Befriending Coordinator
Where did you hear about the position?	

Personal Details	
First Name	
Surname	
Address	
Postcode	
E-mail	
Contact telephone number	

Work Permits
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Rehabilitation of Offenders Act
Do you have any unspent criminal convictions? (declaration subject to the Rehabilitation of Offenders Act 1974)
<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974).
<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History	
Details of your present or most recent employer	
Name of Employer	
Address and postcode	
Job Title	
Pay	
Dates of Employment	
Reason for leaving, if applicable	
Key Responsibilities	
Notice Period	

Previous Employment History

Please tell us about other jobs you have done and about the skills you used or learned in those jobs relevant to this post. Please continue on to the next page, if required

Name and address of Employer	Job Title	Dates	Responsibilities and Skills Used



Supporting Statement

Please tell us why you are interested in this job and give details of any relevant experience/knowledge/skills you have gained which may be useful to this post.

Please include any experience you have which has involved working with people with poor mental health, others with special needs and working with volunteers. Please continue on to the next page, if required.

A large empty rectangular box for writing the supporting statement.

Education and Training – Please give details

Qualification	Institute	Dates

References

Please give the names and addresses of two people who may be contacted for a reference, one of whom should be your present or most recent employer.

	Referee 1	Referee 2
Name of Referee		
Position		
Organisation		
Address		
Contact Telephone No.		
E-mail Address		
Can these persons be approached PRIOR to INTERVIEW?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Data Protection Statement

The information provided by you on this form and any supplementary forms will be used to assist with the process of recruiting in accordance with the Befrienders Highland Recruitment & Selection Policy.

If you are successful in your application, the information will be used for HR records and payroll purposes. By signing the declaration below, it is understood that you consent to the use of your personal information for the above purposes.

Declaration

All employment is subject to the receipt of satisfactory references and this post requires an acceptable basic disclosure from Disclosure Scotland.

I declare that the information I have provided on this form is accurate and truthful, and I accept that providing deliberately false information could result in my dismissal.

Signature

Date

**Closing Date for receipt of applications:
5 pm Thursday 12th March 2026.**

Your completed Application Form and Equal Opportunities Monitoring Form should be emailed to:

admin@befriendershighland.org.uk

Interviews are to be held in Tain on Wednesday 25th March.

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application, or with our recruitment process.