

**AN COMUNN GÀIDHEALACH**

**FOIRM TAGRAIDH / APPLICATION FORM**

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| **EARRANN / SECTION 1.****FIOSRACHADH MUN DREUCHD / VACANCY DETAILS** |
| **Tiotal na Dreuchd:*****Post Title:*** | **Oifigear nam Mòdan Ionadail*****Provincial Mòd Officer***  |
| **Ceann-là Deireannach:*****Closing Date:*** | **24 Màrt / 24 March 2023** |
| **Buidheann:** ***Organisation:*** | **An Comunn Gàidhealach** |
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| **EARRANN / SECTION 2.****FIOSRACHADH PEARSANTA / PERSONAL DETAILS** |
| **Sloinneadh:*****Surname:*** |  |
| **Ciad Ainm(ean):*****First Name(s):*** |  |
| **Seòladh Dachaigh:*****Home Address:*** |  |
| **Còd Puist:*****Postcode:*** |  |
| **Àireamh Fòn Dachaigh:*****Home Tel. No.:*** |  |
| **Àireamh Fòn-làimhe:*****Mobile Tel. No.:*** |  |
| **Seòladh Puist-d:*****Email Address:*** |  |

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| **EARRANN / SECTION 3.****CEAD DRAIBHIDH / DRIVING LICENCE** |
| **A bheil làn Chead Dribhidh làithreach na RA agad?*****Do you hold a current, full UK Driving Licence?*** | **Tha:*****Yes:*** |  | **Chan eil:*****No*:** |  |
| **Fiosrachadh mu aontaidhean phuingean peanais làithreach/ri thighinn:*****Details of current/pending penalty point endorsements:*** |  |
| **EARRANN / SECTION 4.****FOGHLAM IS TEISTEANASAN / EDUCATION & QUALIFICATIONS** |
| **Oilthigh/Colaiste/Sgoil/Eile:*****University/College/School/Other:*** | **Cuspair:*****Subject*:** | **Ìre air a Coileanadh:*****Grade Achieved:*** |
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| **EARRANN / SECTION 5.****BROSNACHADH, SGILEAN, FIOSRACHADH IS EÒLAS****MOTIVATION, SKILLS, KNOWLEDGE & EXPERIENCE** |
| Thoir seachad fiosrachadh iomchaidh gu h-ìosal:*Please give appropriate details below:* |
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| **EARRANN / SECTION 6.****FIOSRACHADH EILE / OTHER INFORMATION** |
| Fiosrachadh sam bith a chuireadh taic ris an tagradh le buntainneas a thaobh freagarrachd airson an obair:Any other information that would support your application, with relevance to your suitability for the post: |
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| **EARRAN / SECTION 7****COSNADH RO-LÀIMH / PREVIOUS EMPLOYMENT** |
| **Cosnadh Ro-làimh Uile / All Previous Employment *(an cosnadh as ùire an toiseach/most recent first)*** |
| **Bho:*****From*:** | **Gu:*****To*:** | **Ainm/Seòladh/Còd-puist an Fhastaiche: *Name/Address/Postcode of Employer:*** | **Dreuchd:*****Position Held:*** |
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| **EARRANN / SECTION 8.****SLÀINTE / HEALTH** |
| **A bheil thu air fulang bho dhroch thinneas sna còig bliadhna mu dheireadh:*****Have you suffered from a serious illness in the last five years:*** | Tha:*Yes*: |  | Chan eil:*No*: |  |
| **A bheil suidheachadh meidigeach agad aig a bheil feum air cungaidh-leigheis?*****Do you have a medical condition that requires medication?*** | Tha / Yes |  | Chan eil / No |  |
| **A bheil ciorram ort a dh’fheumas solar taic dhut san àite-obrach?*****Do you have a disability that requires provision to support you in the workplace?*** | Tha / Yes |  | Chan eil / No |  |
| **Cia mheud latha a tha thu air a bhith dheth d’obair le tinneas sa bhliadhna mu dheireadh?*****How many days have you been absent from work due to illness in the past year?*** |  |

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| **EARRANN / SECTION 9.****SGRÙDADH CLÀR EUCOIR / CRIMINAL RECORD CHECK** |
| **An deach do dhìteadh a-riamh de dh’eucoir?*****Have you ever been convicted of a crime?*** | **Chaidh:*****Yes:*** |  | **Cha deach:*****No*:** |  |
| **A bheil imeachdan laghail ri thighinn? Ma tha, sgrìobh fiosrachadh gu h-ìosal (chan eil feum air ma tha ùine riatanach air a dhol seachad (coimhead ri Achd Ath-ghnàthachaidh nan Ciontach 1974))?*****Are there legal proceedings pending? If yes, give details below (Not required if the specified period of time has lapsed (refer to Rehabilitation of Offenders Act 1974))?*** | **Tha:*****Yes:*** |  | **Chan eil:*****No*:** |  |

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| **EARRANN / SECTION 10.****TEISTEANASAN / REFERENCES** |
| **Thoir seachad ainm dà neach-taic a bheir dhuinn fiosrachadh mu d’eòlas, caractar, agus freagarrachd don obair. (Cha tèid fios gu luchd-taic gu às dèidh na h-agallamhan).*****Please give details of two referees who will provide details of your experience, character, and suitability for the job (Referees will not be contacted until after the interviews).*** |
| **Neach-taic 1** | **Ainm / Name:** |
| **Buidheann / Organisation:** |
| **Dreuchd / Position:** |
| **Seòladh / Address:** |
| **Còd Puist / Post Code:** |
| **Post-d / E-mail:** |
| **Fòn / Phone:** |
| **Dàimh / Relationship** |
| **Neach-taic 2** | **Ainm / Name:** |
| **Buidheann / Organisation:** |
| **Dreuchd / Position:** |
| **Seòladh / Address:** |
| **Còd Puist / Post Code:** |
| **Post-d / E-mail:** |
| **Fòn / Phone:** |
|  | **Dàimh / Relationship** |

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| **EARRANN / SECTION 11.****DEARBHADH / DECLARATION** |
| **Tha mi a’ dearbhadh gu bheil am fiosrachadh san fhoirm seo fìor agus coileanta cho fada ’s as aithne dhomh agus a chreideas mi. Tha mi a’ tuigsinn ma thug mi seachad fiosrachadh mì-cheart no gun d’ fhàg mi fiosrachadh buntainneach às, gum faod seo toradh ann an dì-cheadachadh bhon phròiseas trusaidh no às-tharraing bho thairgse cosnaidh sam bith.** **Le bhith a’ cur an tagraidh seo air post-d no tron phost gu An Comunn Gàidhealach, tha mi a’ dearbhadh gu bheil mi a’ gabhail ris an fhoillseachadh gu h-àrd.*****I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment.******By emailing or sending this application to An Comunn Gàidhealach, I confirm my acceptance of the above declaration.*** |
| **Ainm sgrìobhte:*****Signed*:** |  |
| **Ainm ann an litrichean mòra:*****Print name:*** |  |
| **Ceann-latha:*****Date*:** |  |

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| **EARRANN / SECTION 12.****POILEASAIDH COSNAIDH / EMPLOYMENT POLICY** |
| **Tha An Comunn Gàidhealach a’ gabhail os làimh gun dèilig iad ri tagraichean uile airson dreuchdan taobh a-staigh na buidhne gu cothromach. Tha sinn dealasach gus dèanamh cinnteach gum bi gach neach fa leth air a thaghadh a-rèir airidheachd agus comasan.****Tha ar poileasaidh ag amas air dèanamh cinnteach nach tèid taobh a nochdadh do chosnaiche, obraiche cùmhnaint, oide no saor-thoileach, fìor no san amharc, air bhunait cinnidh, dath, tùsan cinnidheach no nàiseanta, inbhe phòsta, gnè, aomadh gnèitheasach, ciorram no creideasan creideamhach.** ***An Comunn Gàidhealach undertakes to treat all applicants for positions within the organisation fairly. We are committed to ensuring that individuals are selected based on relevant merits and abilities.******Our policy aims to ensure that no potential or actual employee, contract worker, tutor or volunteer receives favorable treatment on the grounds of race, color, ethnic or national origins, marital status, sex, sexual orientation, disability, or religious beliefs.*** |

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| **EARRANN / SECTION 13.****DÌON DÀTA / DATA PROTECTION** |
| **Tha sinn a’ cumail agus a’ cleachdadh fiosrachadh pearsanta ann an co-rèir ri reachdas Dìon Dàta a tha a’ gabhail a-steach an Achd Dìon Dàta 2018, Riaghladh Coitcheann Dìon Dàta na RA agus Riaghailtean Prìobhaideachd is Conaltraidhean Dealain (Òrdugh EC) 2003. Tha reachdas Dìon Dàta a’ riaghladh na dòigh sa bheil sinn a’ làimhseachadh an fhiosrachadh phearsanta a tha sinn a’ tional fhad ’s a tha sinn a’ coileanadh ar dleastanasan, agus a’ toirt chòraichean sònraichte do dhaoine le fiosrachadh pearsanta a dh’fhaodadh sinn a bhith a’ cumail.** **Gabhaidh An Comunn Gàidhealach na ceumannan riatanach gus dèanamh cinnteach gu bheil fiosrachadh pearsanta air a chumail tèarainte an-còmhnaidh an aghaidh call neo-ùghdarraichte no mì-laghail no foillseachadh.*****We hold and use personal information in accordance with Data Protection legislation which includes the Data Protection Act 2018, UK General Data Protection Regulation and the Privacy and Electronic Communications (EC Directive) Regulations 2003. Data Protection legislation regulates the way that we handle the personal information that we collect while carrying out our functions and gives certain rights to people whose personal information we may hold.******An Comunn Gàidhealach will take all necessary steps to ensure that personal information is kept secure at all times against unauthorised or unlawful loss or disclosure.*** |

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| **EARRANN / SECTION 14.****CO-IONANNACHD CHOTHROMAN / EQUAL OPPORTUNITIES** |
| **Tha An Comunn Gàidhealach a’ cur co-ionannachd aig cridhe na h-obrach, agus tha sinn ag amas air iomadachd ann an Alba san latha an-diugh aithneachadh agus fhoillseachadh san obair againn uile leis na h-ealain.** **Thoiribh sùil air Poileasaidh Co-ionannachd Chothroman na buidhne. Tha am poileasaidh seo air a sgrìobhadh ann an co-rèir ri solaran na h-Achd Co-ionannachd 2010.*****An Comunn Gàidhealach puts equality at the heart of its activity, and we aim to acknowledge and reflect the diversity in Scotland today in all our work with the arts.******Please refer to the organisation’s Equal Opportunity Policy. This policy has been written in line with the provisions of the Equality Act 2010*.** |