**Guidance Notes for Application.**

(You will find the Application form below)

Before completing the application below, it is recommended that you read these guidance notes. These informal notes are designed to help you fill in the application, and answer any questions you may have about the form. Each section of guidance refers directly to a section of the application, and they are numbered to match. You can always look back at the guidance notes as you complete the application. There are maximum word counts attached to sections of this application, please take these as guides, you are not required to reach this word count, quality of content is more important than quantity!

**Section 1.**

Easy-Peasy, just fill in your basic contact details so we know who you are, where you come from and how we can contact you. Then please indicate which role you would like to apply for. You should delete or score out the roles you do not wish to apply for. Remember, all of these roles have Job Descriptions, which can be found on the Scottish FA website, so be sure you are selecting the one that you are most interested in.

**Section 2.**

Please tell us about the key skills you have. Refer back to the skills and competencies listed on the Job Description of the role you are applying for and try to give examples of how and when you have used these skills in your life. This may be in school, further education, work, a football team, or another activity you do. If you have examples of other skills you feel will be appropriate to the role, then please also tell us about them. Remember you do not need a formal qualification to prove you have a skill, but you do need to give us evidence by telling us about your experience.

**Section 3.**

In this section, you have the opportunity to really tell us why you want to be in the programme and what change you would like to make in Scottish Football. We’re really interested in your passion for Scottish Football here, tell us why you care! There is a larger word count in this section so that you can really show your enthusiasm. You don’t have to use all those words though, and this is not a test of your ability to write – it really is just about telling us your ideas and showing us your passion, commitment and drive to succeed and make valuable change to Scotland’s national game. There are no wrong answers here, we’re interested in you. This is the section of the application we are most interested in.

**Section 4.**

Please provide information of all subjects you are studying or have studied and additional training that you may have gained in school, college, university, apprenticeship or employment training courses. Please also tell us the level of these qualifications *for example*: SQA National 5, or an HND. These are additional to your application and these will not be the deciding factor on whether you are invited to interview or not.

**Section 5.**

Final section, you are nearly done! A Referee (sometimes also called a Reference), is someone we can speak to who will back up that you are who you say you are, and that you have the skills you say you do. This should be a teacher, or lecturer, your boss at work, or someone who leads an activity you take part in, like a football team coach. Finally, we ask about any accessibility needs you may have, so that we can ensure these are provided should you be invited for interview.

Good luck! We look forward to hearing from you soon.

**APPLICATION FORM FOR YOUTH AMBASSADOR OF CHANGE**

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 1 | | | |
| **NAME** |  | | |
| **ADDRESS**  **POSTCODE** |  | | |
| **DATE OF BIRTH** |  | | |
| **EMAIL ADDRESS** |  | | |
| **MOBILE No** |  | | |
| **YOUTH AMBASSADOR OF CHANGE ROLES** *Please indicate which role you would like to apply for by deleting the other roles.* | | | |
| Diversity and Inclusion | | | Football Operations |
| Girls/Women’s Football | | | Referees |
| Region (s) | | | Project |
| SECTION 2 – **SKILLS AND EXPERIENCE (maximum word count 350)** | | | |
|  | | | |
| SECTION 3 –**WHY DO YOU WANT TO BE A YOUTH AMBASSADOR OF CHANGE AT THE SCOTTISH FA?**  **TELL US WHAT DIFFERENCE YOU WOULD LIKE TO MAKE TO SCOTTISH FOOTBALL? (maximum word count 500)** | | | |
|  | | | |
| SECTION 4 – **EDUCATION, QUALIFICATIONS &/OR TRAINING (maximum word count 250)** | | | |
|  | | | |
| SECTION 5 – **REFEREE DETAILS** | | | |
| **1) NAME** | |  | |
| **RELATIONSHIP TO REFEREE** | |  | |
| **CONTACT EMAIL ADDRESS** | |  | |
| **CONTACT PHONE No:** | |  | |
| **2) NAME** | |  | |
| **RELATIONSHIP TO REFEREE** | |  | |
| **CONTACT EMAIL ADDRESS** | |  | |
| **CONTACT PHONE No:** | |  | |

|  |
| --- |
| Do you consider yourself to have a disability? |
| *Please outline any support/requirements you may need if you proceed to interview stage.* |

|  |
| --- |
| How did you hear about the Youth Ambassadors of Change? |
|  |

Thank you for taking the time to complete the application and applying to become a

Youth Ambassador of Change. We will be in touch!

**Please return this application by email to** [**HR@scottishfa.co.uk**](mailto:HR@scottishfa.co.uk)**stating the reference code** **REF HR/087in the subject field of your application email, by 5.00pm on Thursday 8th October 2018 together with the Equality Monitoring Form.**