**Employment Application Form**

Instructions: Complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Your form should be completed and submitted either via email to [gerry@fuseonline.org.uk](mailto:gerry@fuseonline.org.uk) or by post to Fuse Youth Cafe, 1567 Shettleston Road, Shettleston, Glasgow, G32 9AS, marked Private and Confidential. If you have any questions about the form please contact Gerry Baldwin on 0141 778 4477. Please note that CVs are not accepted. **Deadline for submitting applications: 12noon on Friday 7th December 2018.** Interviews will be held on Thursday/Friday 13th /14th December.

|  |  |
| --- | --- |
| **Position Applied For** |  |

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Home telephone (incl. area code)** |  |
| **Mobile** |  |
| **Email** |  |

**SECTION 2: CAREER HISTORY**

Instructions: Only include details for your current job and the two previous roles. If necessary, summarise earlier roles in section 2.3.

**2.1 Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Notice period** |  | | |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Current salary** |  | | |

**2.2a Previous Employment (one of three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Salary** |  | | |

**2.2b Previous Employment (two of three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Salary** |  | | |

**2.2c Previous Employment (three of three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Salary** |  | | |

**2.3 Summary of Earlier Roles**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |
| ***5*** |  |  |  |

**SECTION 3: Qualifications Achieved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Type of Qualification** | **Grade Achieved** | **Date Achieved (dd/mm/yy)** |
|  |  |  |  |
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**3.2 Qualifications currently studying**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Type of Qualification** | **Grade Anticipated** | **Date Anticipated**  **(dd/mm/yy)** |
|  |  |  |  |
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**3.3 Other Key Learning & Training Events**

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
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**SECTION 4: OTHER DETAILS**

**4.1 Volunteering**

**Please tell us about any current, or previous, volunteering roles you have undertaken**

|  |  |  |
| --- | --- | --- |
| **Volunteering Role** | **Organising Body/Establishment** | **Duration of post** |
|  |  |  |
|  |  |  |
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**4.2 Eligibility / Status**

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK** |  |
| **If applicable, please confirm Visa/Permit Expiry Date** |  |
| **Have you a current, full (i.e. not provisional) UK driving license?** |  |
| **Do you own/have access to an appropriately insured and MOT’d car?** |  |

**SECTION 5: REFEREES**

Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer. If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.

**5.1 Referee 1**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

**5.2 Referee 2**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

**SECTION 6: SUITABILITY FOR POST**

|  |
| --- |
| **Personal statement:** Please take time to read the personal specification and job description for this post and use this space to tell us about your skills, knowledge and experience in relation to this post: |

**SECTION 7: DECLARATION**

Before submitting your application, please read the following:  
  
If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.  
  
'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand that canvassing a member of staff or a member of the Board of Directors, directly or indirectly, in connection with this application shall disqualify me.  
  
I understand too that a standard or enhanced disclosure check may be sought in the event of my application being successful.’

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 7 above** |  |
| **Name** |  |
| **Signed** |  |
| **Dated** |  |

**Submitting your Application Form**

Instructions: Complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Your form, **together with an Equal Opportunities Monitoring form**, should be completed and submitted either via email to [Gerry.fuse@gmail.com](mailto:Gerry.fuse@gmail.com) or by post to Fuse Youth Cafe, 1567 Shettleston Road, Shettleston, Glasgow, G32 9AS, marked Private and Confidential. If you have any questions about the form please contact Gerry Baldwin on 0141 778 4477. Please note that CVs are not accepted. **Deadline for submitting applications: 5 pm on Friday 3rd March 2017.** Interviews will be held on Wednesday/Thursday 15/16th March 2017