

**STAFF APPLICATION FORM**

**\*Please complete all fields**

|  |  |  |
| --- | --- | --- |
| Position | | Log ref |
| Title (Mr/Mrs/Miss/Ms) | **Address** | |
| First Name(s) |  | |
| Surname/Family Name |  | |
| Telephone Number | **Post Code** | |
| Mobile Number | **Email Address** | |
| Date of birth | **Have you completed this form yourself?**  **(Y/N)** | |

|  |  |
| --- | --- |
| Emergency Contact Details |  |
| Contact Name |  |
| Relationship to you |  |
| Telephone Number |  |
| Mobile Number |  |

|  |  |
| --- | --- |
| Education & Training | |
| Please provide all qualifications from school, college and university or any other relevant achievements | |
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|  |  |
| --- | --- |
| Current/Most Recent Employment |  |
| Full Name and Address of Employer | **Outline your current duties** |
|  |  |
|  |  |
| Contact Number |  |
| Job Title |  |
| Hourly Rate | **Date From To** |
| Why are you thinking of leaving? |  |

|  |  |
| --- | --- |
| Previous Employment |  |
| Full Name and Address of Employer | **Outline your daily duties** |
|  |  |
|  |  |
| Contact Number |  |
| Job Title |  |
| Hourly Rate | **Date From To** |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Previous Employment |  |
| Full Name and Address of Employer | **Outline your daily duties** |
|  |  |
|  |  |
| Contact Number |  |
| Job Title |  |
| Hourly Rate | **Date From To** |
| Reason for leaving |  |

|  |  |  |
| --- | --- | --- |
| When are you available to work? | | |
| Please indicate your availability below | | |
|  | **Days (9am till 5pm)** | **Evenings (4pm till 9pm)** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

|  |
| --- |
| Do you have any holidays booked? |
| Please tell us the dates |

|  |  |
| --- | --- |
| Employment References | |
| Please give details of two references (one must be your most current employer) | |
| Name |  |
| Address |  |
|  |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| May we contact them pre-employment? |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| May we contact them pre-employment? |  |

|  |
| --- |
| Tell us why you would like to work with REACH Lanarkshire. Use the space below to tell us any additional information that will support your application. |
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| --- | --- |
| I declare that to the best of my knowledge, the information I have provided is true and complete. | |
| Signature | **Date** |