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**Position Applied for:**

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| --- | --- |
| **1.** **Personal Details** | |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Known as** |  |
| **Address** |  |
| **Postcode** |  |
| **Daytime Phone Number** |  |
| **Evening Phone Number** |  |
| **Mobile Phone Number** |  |
| **Email address** |  |
| **Are you eligible to work in the UK?** |  |

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| --- | --- |
| **2. Current or Most Recent Job** | |
| **Job Title** |  |
| **Date Appointed** |  |
| **Notice Required** |  |
| **Name and address of employer (if any)** |  |
| **Postcode** |  |
| **Salary** |  |
| **Brief description of duties** |  |
| **Reason for leaving** |  |

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| **3. Previous Employment** | | | |
| **Dates (from – until)** | **Job Title & Key Duties** | **Employer** | **Reason for leaving** |
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| **4. Relevant Voluntary, Internship, Placement experience (if any)** | | |
| **Experience** | **Organisation** | **Dates (from/to)** |
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| **5. Education and Training** | | |
| **Name of School, College, University, etc.** | **Qualifications gained/ training undertaken** | **Dates (from/to)** |
|  |  |  |

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| --- | --- | --- |
| **6. Membership of Professional Bodies (current registration)** | | |
| **Name of Body/Membership** | **Date of Joining and Renewal Date** | **Membership no.** |
|  |  |  |

**References**

Please provide details of two referees below. At least one should be an employment referee and this should be your present or last employer.

Approach for references will only be made after acceptance of employment offer. Completion of this application form will be taken as your consent to apply for references.

|  |  |
| --- | --- |
| **Referee 1** |  |
| Name: |  |
| Job Title and Company: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
| In what capacity have you known this person? |  |

|  |  |
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| **Referee 2** |  |
| Name: |  |
| Job Title and Company: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
| In what capacity have you known this person? |  |

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| **Reasons for applying** |
| **Please tell us what makes you tick. Start with three words or phrases that best describe why you are applying for this post:** |
| **1.** |
| **2.** |
| **3.** |
| **This is your chance to tell us who you are! What are you passionate about? What excites you about this role?** |
|  |
| **Please give us some examples of your ability to be creative and innovative and make things happen.** |
|  |
| *Please add additional pages if required.* |

|  |  |
| --- | --- |
| **Your declaration**  Please read and sign.  **Data Protection Statement:**  People Know How will hold your address details on file but will not release them to any third party. Some further details may be shared with members of staff / board members relevant to your application.  I confirm that, to the best of my knowledge and belief, the information I have given on this form and any additional sheets is correct. I understand that any misleading statement or deliberate omission may result in my dismissal.  I hereby consent to the processing of sensitive personal data, as defines in the Data Protection Act 1998, involved in the consideration of this application. | |
| **Signature:** | **Date:** |
| **Where did you see this post advertised?** | |

Please return your completed application to [recruitment@peopleknowhow.org](mailto:recruitment@peopleknowhow.org)

Or post to: Recruitment

People Know How

525 Ferry Road

Edinburgh

EH5 3FF

Website: [www.peopleknowhow.org](http://www.peopleknowhow.org/)

Registered Charity No. SC043871

**Office use only:**

**Closing Date:**

**Date Received**: