**Application for Employment**

|  |  |  |
| --- | --- | --- |
| **Position Applied For** | **Chief Executive Officer** | |
|  |  | |
| Surname |  | |
|  |  | |
| First Name(s) |  | |
|  |  | |
| Address |  | |
|  |  | |
| Tel No (day/evening) |  | |
| Tel No (mobile) |  | |
|  |  | |
| Email Address |  | |
|  |  | |
| How much notice, if applicable, are you required to give to your present employer? | |  |
|  | |  |
| Do you hold a current driving licence? | | \*YES/NO |
| If yes do you have access to a car? | | \*YES/NO |

\*please delete as applicable

**Work Experience**

We want to know about your work experience, paid or unpaid. Please include your current/previous employment, voluntary work, or community activities. Please also give your reason for leaving. You should use this space to explain any extended gaps in employment.

You may extend the table if required. Do not attach a C.V.

|  |  |
| --- | --- |
| **Current/most recent salary/grade:** | **£** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of Employer/ Organisation*** | ***Position Held***  ***Responsibilities and Main Tasks Undertaken*** | ***Dates (From/To)*** | ***Reason for leaving*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education**

Please give general educational information and highlight any which are particularly relevant to the post.

|  |  |  |
| --- | --- | --- |
| ***Dates*** | ***Education*** | ***Qualifications Achieved*** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post.

|  |  |  |
| --- | --- | --- |
| ***Dates*** | ***Training*** | ***Qualifications Achieved*** |
|  |  |  |
|  |  |  |
|  |  |  |

**Supporting Statement**

In this section we would like you to:

* give your reasons for applying for this post; and
* with reference to the CEO Appointment Brief, indicate what experience, skills you would bring to this job

You can include personal interests in this section.

|  |
| --- |
|  |

**References**

We wish to seek references from two people who can comment on your suitability for the post. The first referee must be your current or most recent employer.

May we contact your present employer at this stage? \***YES/NO**

**Referee One:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone: |  |
| Email Address: |  |

**Referee Two:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone: |  |
| Email Address: |  |

|  |
| --- |
| I declare the information given on this form is correct to the best of my knowledge.  **Signature**: **Date:** |

Please return this form by the closing date as stated on the advert via e-mail to [hr@staf.scot](mailto:hr@staf.scot) or by post marked Private and Confidential to:

Sandra Veitch

Operations Manager

Staf

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