

FORTH VALLEY ADVOCACY

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? |
| Postcode: | Email address: |

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS AND TRAINING**  **(only enter those qualifications and/or training necessary or relevant to the job)** | | |
| Qualification/Training | Subject | Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **CURRENT EMPLOYMENT DETAILS** | | |
| Name of Current Employer:  Address: | Date commenced employment: | |
| Job title: | Notice required: |  |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  **(list in order, with most recent employer first)** | | | | |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). | | | | |
| Dates | | Name and address of employer | Job title and nature of work | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** | | | |
| Forth Valley Advocacy requires a minimum of 2 employment references to cover a three year period – if necessary, please provide further referees covering the last 3 years. | | | |
| **Reference 1** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your employer to discuss this reference:  Yes/No | |
| **Reference 2** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes/No | |
| **Reference 3** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes/No | |

|  |
| --- |
| **Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. Offers of employment will be subject to satisfactory references, I realise that false information or omissions may lead to dismissal without notice.  **Signature:**  *(Electronic Signatures will be accepted)*  **Date:** |