

**LEAP Car Club - Application for Community Engagement Officer**

Please return this completed form with **Cover Letter** to:

**mike@myleapproject.org**

 **Application Closing Date: Midday 22nd March 2021**

 **Interview Date: TBC**



 Any Contract offer is subject to satisfactory references and Disclosure Scotland clearance.



1. ***Personal Details***

Surname:

First Name:

Title:

Current Address:

Post Code:

Email Address:

May we use this to contact you? Yes ☐ No☐

Best Telephone No:

Do you consider yourself to have a disability? Yes ☐ No☐

If yes, please detail any special requirements you would require to enable you to attend for interview, as well as to fulfill the requirements of this role:

Do you possess a current UK Driving Licence with 6 points or less? Yes ☐ No☐

If no, please give details:



***2. Education***

Please detail all qualifications earned as well as any other training, seminars, etc. relevant to the position. Feel free to add lines to the table as required:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Qualifications and Awards***  | ***High School / University / College*** | ***Date awarded*** | ***Grade Awarded*** |
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***3. Previous Work Experience***

Please detail all relevant work experience. Feel free to add lines to the table as required:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Job Title***  | ***Employer’s Name and Address*** | ***Start Date & End Date*** | ***Reason For Leaving*** |
|  |  |  |  |
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***4. Current Contractual or Employment Status***

Employment Status Notice Required: Earliest Start Date:



***5. Attendance***

How many days sickness have you had over the past 2 years? (Please give an indication of the reasons for each period of absence):



***6. Legal Entitlement***

Are you legally entitled to work in the UK?Yes ☐ No☐

Please detail your legal entitlement (i.e. citizen, resident, work visa, etc.):

***Please Turn Over***



1. ***Please detail, point by point, how your education, knowledge and experience demonstrates the essential and desirable requirements of the position.***

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***8. Please explain why you are best suited to this position.***

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|  |

***9. References***

Two references relating to current and former positions are preferred and must include one from your present or most recent Manager/Supervisor. No referees should be a relative.

1. Name:

Job Title:

 Company:

Address:

Email address:

Telephone No:

Relationship to Applicant:

Can we contact this reference prior to offering you the position Yes ☐ No☐

(2) Name:

Job Title:

 Company:

Address:

Email address:

Telephone No:

Relationship to Applicant:

Can we contact this reference prior to offering you the position Yes ☐ No☐

**9.** ***Declaration***

* I declare that the details given on this form are true and accurate and I understand that Local Energy Action Plan (LEAP) reserves the right to withdraw any contract offer, if the information given by me is inaccurate or misleading.
* I consent to information contained in this application form and any other information subsequently provided by me as part of the selection process, being held by Local Energy Action Plan (LEAP).

Signature: Date: