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**APPLICATION FORM**

Please complete this form legibly and return it by the closing date. Curriculum vitae will not be accepted. All information given will be treated with the strictest confidence. Please use continuation sheets if required.

**Please note** – All documents relating to this post will be retained for a period of three months from the date of when a decision has been reached regarding the successful candidate. After this period unsuccessful applications will be destroyed.

POSITION APPLIED FOR:

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |
| Are you eligible to work in the UK? Yes 🞏 No 🞏 |
| Where did you hear about this post? …………………………………………………………… |

**2. REFEREES**

Please list the details of two persons who are willing to provide references for you. One of which should be your current or previous employer, university lecturer or tutor. Referees should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**3. SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments you may need due to a disability if you are called to interview.

|  |
| --- |
|  |

**4. VERIFICATION OF INFORMATION**

|  |
| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.Signature: Date: |

**5. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level****(e.g. Degree/GCSE)** | **Subject/ name of course** | **Grade and Date attained** |
|  |  |  |

**6. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of Membership (Where appropriate)** |
|  |  |

**7. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:** **From:** **To:** | **Job Title:****Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**8. TRAINING**

|  |
| --- |
| **Details of training courses attended (and any awards / certificates achieved):** |
|  |

**9. SUPPORTING INFORMATION**

|  |
| --- |
| a) Please give clear examples of your experience, skills and abilities from training, employment, or voluntary work which you feel demonstrates how you meet the requirements of the role and the competencies listed in the **job description** and **person specification** (max 2 pages). |
|  |
| b) Please describe what has attracted you to apply for this post (max 1 page). |
|  |

**Please return this application to:** **administration@homelessworldcup.org** **or post it to Homeless World Cup Foundation, 1 Broughton Market, Edinburgh, EH3 6NU.**