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|  | **Full Name** | |  | | | | | | | | | | | | | | | | |  |  |  | |  |  |
|  | **Address** | |  | | | | | | | | | | | | | | | | |  |  |  | |  |  |
|  |  | | | | | | | **Postcode** | | | | |  | | | | |  |  | |  | |  |
|  | **Home Tel** | |  | | | | **Mobile** | | |  | | | | | | | | | |  |  |  | |  |  |
|  | **Email** | |  | | | | | | | | | | | | | | | | |  |  |  | |  |  |
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|  | **Do you have a clean driving licence?** | | | | | Yes |  | | No | | |  |  | | | | | | |  | | | | |  |
| **Do you have access to your own car?** | | | | | Yes |  | | No | | |
| **Employment** | | Please provide a full employment/voluntary work history, starting with current or most recent post. Where there is a gap in employment, please state why. | | | | | | | | | | | | | | | | | | |  | | |  |  |
| **Start date** | | **End date** | | | | | **Employer name**  **and address** | | | **Job title** | | | | **Part time or full time** | | **Tasks undertaken and/or Experience gained** | | | **Reason for leaving** | |  | | |  |  |
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| **Education & Qualifications** | | | | Please give details of all schools and colleges attended, with qualifications achieved where appropriate. | | | | | | | | | | | | | | | | |  | | |  |  |
| **Start date** | | | | **End Date** | | | | **School/College etc** | | | **Qualifications with grades eg Standard, Higher, HNC etc** | | | | | | | | | |  | | |  |  |
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| **Further Training** | | | | Please provide details of any further training you have undertaken relevant to your application. | | | | | | | | | | | | | | | | |  | | |  |  |
| **Dates** | | | | **Training Provider** | | | | **Details, including qualification achieved** | | | | | | | | | | | | |  | | |  |  |
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| **Please give an indication of the level of skill you think you have in the following areas, where**  **1 = poor, 5 = good:**  IT Proficiency 1 2 3 4 5    Delivering Presentations/Talks/Workshops 1 2 3 4 5  Delivering or Facilitating Training/Information  For Young People 1 2 3 4 5  Experience in empowering Young Peoples’  involvement in service development 1 2 3 4 5  Oral & Written Communication Skills  1 2 3 4 5 | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
| **Please state the reasons for applying for this post, the qualities you consider make you a suitable applicant and demonstrate how you fit the person specification for this post.** | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
|  | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
| **Please give details of any relevant interests and hobbies, voluntary activities etc** | | | | | | | | | | | | | | | | | | | | |  |  | |  |  |
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| **References** | | | | | Please give the names of at least three referees, at least one of whom should be your current or most recent employer | | | | | | | | | | | | | | | |  |  | |  |  |
| **Name** | | | | | **Title/Position & Name of Organisation** | | | | | **Address**  **Postcode** | | | | | | | | | | |  |  | |  |  |
| **Telephone** | | | | | **Mobile** | | | | | **Email** | | | | | | | May we contact prior to interview? |  | | |  |  | |  |  |
| **References Cont’d** | | | | | | | | | | | | | | | | | | | | |  |  | |  |  |
| **Name** | | | | | **Title/Position & Name of Organisation** | | | | | **Address**  **Postcode** | | | | | | | | | | |  |  | |  |  |
| **Telephone** | | | | | **Mobile** | | | | | **Email** | | | | | | | May we contact prior to interview? |  | | |  |  | |  |  |
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| **Name** | | | | | **Title/Position & Name of Organisation** | | | | | **Address**  **Postcode** | | | | | | | | | | |  |  | |  |  |
| **Telephone** | | | | | **Mobile** | | | | | **Email** | | | | | | | May we contact prior to interview? |  | | |  |  | |  |  |
| **I declare that, to the best of my knowledge, the information given on this application form is true and correct and can be treated as part of any subsequent contract of employment.**  **Signature: Date:** | | | | | | | | | | | | | | | | | | | | |  |  | |  |  |
| **WHERE DID YOU SEE THIS POST ADVERTISED?** | | | | | | | | | | | | | | | | | | | | |  |  | |  |  |
| **Please return this application by post to: Or email it to:**  [**admin@fifeyoungcarers.co.uk**](mailto:admin@fifeyoungcarers.co.uk)  **ADMINISTRATOR**  **FIFE YOUNG CARERS**  **ORE VALLEY BUSINESS CENTRE**  **93 MAIN STREET**  **LOCHGELLY** To be received no later than  **KY5 9AF Noon, Friday 9th April 2021** | | | | | | | | | | | | | | | | | | | | |  |  | |  |  |