**Post Applied For:**

**Personal Details**

Name:

Address & postcode:

**Contact Details**

Telephone: Mobile:

Email:

**References**

Please provide details for two referees. One should be your current or most recent employer. Both should know you in a professional rather than a personal capacity. Please note that we will only request references once a job offer has been made and we have asked for your permission.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Mobile |  |  |
| Email |  |  |
| Relationship to you |  |  |

**Current (or most recent) employment**

Employer’s name & address:

Your position: Dates of employment:

Present salary: Notice required:

What are your main duties and responsibilities?

**Employment History**

Please add rows to the following tables if you need to.

Please give your employment history, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Employer Details** | **Dates** | **Position Held and Main Duties** |
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**Education & Qualifications**

Please give details of your formal education and qualifications achieved.

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| --- | --- | --- | --- |
| **School/College** | **Dates** | **Course/subjects studied** | **Qualification gained** |
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**Training & Development**

Please give details of any further professional training or development relevant to your application for this post. You will need to show the original certificates if you are successful. Copies are not required at this stage.

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Dates** | **Course content** | **Certification (if any)** |
|  |  |  |  |
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**Why are you a good candidate?**

In no more than 3 A4 sized pages please use this space to tell us:

* Why you are interested in the post and joining the Academy team
* The experiences, skills and qualities you have that match you with the post’s job description and person specification

**Declaration & Signature**

The information I have given on this form, and any attachments, is true and complete to the best of my knowledge and I agree that it can form part of the basis of my engagement.

Signature (typed): Date:

Where to send your application form; after completing this form please email it with your Equality and Diversity Monitoring form **in Word Format** to: [karen@socialenterprise.academy](file:///\\seaserver\sea_data\SEA%20Scotland\8.%20Socially%20Responsible%20Resources\1.%20HR\3.%20Recruitment\2.%20Recruitment%20Packs\karen@socialenterprise.academy).