**APPLICATION FOR EMPLOYMENT**

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| **VACANCY DETAILS** | |
| **Post Applied for:** |  |
| **Closing Date:** |  |
| **Where did you hear of this vacancy?** |  |

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| **PERSONAL DETAILS** | |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Tel (Home):** |  |
| **Tel (Mobile):** |  |
| **Email Address:** |  |

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| **EMPLOYMENT – Begin with the most recent and include both paid and unpaid over the last 10 years**  **(Please explain any gaps in employment).** | | | | |
| **Employers Name and Address** | **Dates** | | **Job Title and brief details of responsibilities** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

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| **EDUCATION AND TRAINING (including in-service training)** | | | | |
| **From** | **To** | **Establishment** | **Course of Study**  (state whether full-time or part-time) | **Qualification gained and level of pass**  (if applicable) |
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| **Interests & Hobbies** |
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| **Additional Information - please give your reasons for applying for this post. You will need to read the job description and person specification carefully, then explain how your skills, abilities, knowledge and experience fit this post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities or training.** |
| **Please detail on a separate sheet if necessary** |

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| **REFERENCES** | | |
| **Please give details of two referees at least one of whom should be your current / most recent employer. References will be taken up for short-listed candidates.** | | |
|  | **Reference 1** | **Reference 2** |
| **Name** |  |  |
| **Relationship to applicant** |  |  |
| **Address** |  |  |
| **Tel No:** |  |  |
| **Email address:** |  |  |
| **May we request a reference prior to interview?** | **YES / NO** | **YES / NO** |

|  |  |
| --- | --- |
| **Do you have a criminal record?** | **YES / NO** |
| **Have you been subject to bankruptcy?** | **YES/ NO** |
| **Do you have the right to work in the UK?** | **YES/ NO** |

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| **DECLARATION** |

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

Signature ………………………………………………………. Date ……………………………………

Please return the completed application and Equality & Diversity Monitoring Form to:

Private & Confidential

Sandra Clements

Centre Manager

Hawkhill Community Centre

132 Hillcrest Drive,

Alloa,

FK10 3SB

Tel: 01259 218139

Email: [sandra@hawkhillcc.org](mailto:sandra@hawkhillcc.org)