

**STAFF APPLICATION FORM**

**\*Please complete all fields**

|  |  |
| --- | --- |
| Position applied for: |  |
| Title (Mr/Mrs/Miss/Ms): |  |
| Address & Post Code: |  |
| First Name(s)  |  |
| Surname/Family Name |  |
| Telephone Number  |  |
| Mobile Number |  |
| Email Address |  |
| Have you completed this form yourself? Y/N |  |

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| Emergency Contact Details |
| Contact Name |  |
| Relationship to you |  |
| Telephone Number |  |
| Mobile Number  |  |

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| Education & Training |
| Please provide all qualifications from school, college and university or any other relevant achievements |
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| Current/Most Recent Employment |
| Full Name and Address of Employer |  |
| Outline your current duties |  |
| Contact Number |  |
| Job Title |  |
| Salary |  |
| Why are you thinking of leaving? |  |
| Dates Employed From/To |  |

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| --- |
| Previous Employment |
| Full Name and Address of Employer |  |
| Outline your current duties |  |
| Contact Number |  |
| Job Title |  |
| Salary |  |
| Reason for leaving? |  |
| Dates Employed From/To |  |
| Previous Employment |
| Full Name and Address of Employer |  |
| Outline your current duties |  |
| Contact Number |  |
| Job Title |  |
| Salary |  |
| Reason for leaving? |  |
| Dates Employed From/To |  |

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| When are you available to work? |
| Please indicate your availability by ticking below |
|  | **Days (9am till 5pm)** | **Evenings (4pm till 9pm)** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

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| Do you have any holidays booked? |
| Please tell us the dates |

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| Employment References |
| Please give details of two references (one must be your most current employer) |
| Name |  |
| Address |  |
| Postcode |  |
| Telephone Number  |  |
| Email Address |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| May we contact them pre-employment? |  |

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| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Telephone Number  |  |
| Email Address |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| May we contact them pre-employment? |  |

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| Tell us why you would like to work with REACH Lanarkshire. Use the space below to tell us any additional information that will support your application, paying attention to the job description and person specification |
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| I declare that to the best of my knowledge, the information I have provided is true and complete |
| Signature |  |
| Date |  |