

 **JOB APPLICATION FORM**

 VANL (SCIO) is registered as Scottish Charity no: SC041224

Please complete and return Application & Equal Opportunities Forms by closing date to: **Email:** **HR@vanl.co.uk**

**Post Applied For:**

**1. Personal Details**

Surname:

First name:

Address:

Postcode:

Email Address:

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_(mobile)

 \_\_\_\_\_\_\_\_\_\_\_\_\_(other)

**2. Education and Qualification (most recent first)**

|  |  |  |
| --- | --- | --- |
| **School/college/university** | **Dates** | **Qualifications gained** |
|  |  |  |

**3. Relevant Training**

|  |  |
| --- | --- |
| **Description (What; duration; provider)** | **Date** |
|   |  |

**4. Employment (present or most recent employment first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title and Summary of Duties** | **Employer** | **When** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Notice Period:**

##  5. Supporting statement

 Please provide a supporting statement below setting out why you are applying for this job and how you believe your knowledge, skills and experience would enable you to fulfil the requirements of the job with reference to person specification.

**6. References**

Please provide two referees, one of whom should be your present or most recent employer.

Name:

Occupation:

Email

Mobile Telephone No.

May we contact this referee prior to interview?

Name:

Occupation:

Email

Mobile Telephone No.

May we contact this referee prior to interview?

**7. Declaration**

I confirm that to the best of my knowledge, the information provided in this form is true and correct and can be treated as part of any subsequent contract of employment and understand that any misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**