**Employment Application Form**

Instructions: Complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Your form should be completed and submitted either via email to [recruitment@pavillionyouthcafe.co.uk](mailto:recruitment@pavillionyouthcafe.co.uk) or by post to The Pavillion (Greater Easterhouse), 47 Aberdalgie Road Glasgow, G34 9HX, marked private and Confidential. If you have any questions specifically about the form please contact Leeann Kearney on 0141 781 4525 Leeann@pavillionyouthcafe.co.uk. Please note that CVs are not accepted. **Deadline for submitting applications: 12noon on Friday 18th June 2021.** Interviews will be held on 24th or 25th June.

|  |  |
| --- | --- |
| **Position Applied For** |  |

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Home telephone (incl. area code)** |  |
| **Mobile** |  |
| **Email** |  |

**SECTION 2: CAREER HISTORY**

Instructions: Only include details for your current job and the two previous roles. If necessary, summarise earlier roles in section 2.3.

**2.1 Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  |  |  |
| **Location** |  |  |  |
| **Notice period** |  | | |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Current salary** |  | | |

**2.2a Previous Employment (one of three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
|  |  | | |
| **Reason for leaving** |  | | |
| **Salary** |  | | |

**2.2b Previous Employment (two of three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Salary** |  | | |

**2.2c Previous Employment (three of three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |
| **Reason for leaving** |  | | |
| **Salary** |  | | |

**2.3 Summary of Earlier Roles**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |

**SECTION 3: Qualifications Achieved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Type of Qualification** | **Grade Achieved** | **Date Achieved (dd/mm/yy)** |
|  |  |  |  |
|  |  |  |  |

**3.2 Qualifications currently studying**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Type of Qualification** | **Grade Anticipated** | **Date Anticipated**  **(dd/mm/yy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3.3 Other Key Learning & Training Events**

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 4: OTHER DETAILS**

**4.1 Volunteering**

**Please tell us about any current, or previous, volunteering roles you have undertaken**

|  |  |  |
| --- | --- | --- |
| **Volunteering Role** | **Organising Body/Establishment** | **Duration of post** |
|  |  |  |
|  |  |  |
|  |  |  |

**4.2 Eligibility / Status**

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK** |  |
| **If applicable, please confirm Visa/Permit Expiry Date** |  |
| **Have you a current, full (i.e. not provisional) UK driving license?** |  |
| **Do you own/have access to an appropriately insured and MOT’d car?** |  |

**SECTION 5: REFEREES**

Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer. If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.

**5.1 Referee 1**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

**5.2 Referee 2**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

**SECTION 6: SUITABILITY FOR POST**

|  |
| --- |
| **Personal statement:** |

**SECTION 7: DECLARATION**

Before submitting your application, please read the following:  
  
If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.  
  
'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand that canvassing a member of staff or a member of the Board of Directors, directly or indirectly, in connection with this application shall disqualify me.  
  
I understand too that a standard or enhanced disclosure check may be sought in the event of my application being successful.’

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 7 above** |  |
| **Name** |  |
| **Signed** |  |
| **Dated** |  |