**Job Application Form**

|  |
| --- |
| **Data Protection (GDPR) 2018**Annexe Communities collects and processes personal data of candidates applying for a job and for employees. The General Data Protection Regulations (2018) gives individuals more control over their personal data. Please our **Privacy Notice** which explains how we use, store and delete your data. This notice is attached, it is also displayed on reception noticeboard or can be downloaded from our website [www.annexecommunities.org.uk](http://www.annexecommunities.org.uk). By signing below you give us your consent to use this information to contact you about your application. The Privacy Notice also explains your rights under the new data protection law. |

**Completed application forms should be posted or emailed by the closing date: 5th July 2021 midnight**

**To:** **info@annexecommunities.org.uk**

**Mail: The Administrator, Annexe Communities, 9 Stewartville Street, Glasgow G11 5PE**

|  |  |
| --- | --- |
| **Post****applied for:** |  |

|  |
| --- |
| PERSONAL DETAILS |
|  |  |  |  |
| **Family name** |  | **Initials** |  |
| **D.O.B** |  |

|  |
| --- |
| **Address:** |
|  |
|  |
|  | Postcode |

|  |  |
| --- | --- |
| **Contact telephone number:** |  |
| **E Mail:** |  |

**QUALIFICATIONS**

School, college or courses presently being studied:

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Dates** | **Level** | **Class/Grade Result** |
|  |  |  |  |

**EMPLOYMENT HISTORY**

Please give details of past and present work. This can be paid work, voluntary work or work from home. Start with the most recent:

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of Employer, Job Title and Duties | **Reason for leaving**  |
|  |  |  |  |

|  |
| --- |
| **This section gives you an opportunity to elaborate and supply additional information in support of your application. Please refer to job description.** |

|  |  |
| --- | --- |
| **1.** | **Skills, Knowledge, Experience & Personal Qualities** |
|   |

|  |
| --- |
| **REFERENCES** |
| Please give the name and address of 2 people to whom references can be made. At least one should be a present or previous employer and one may be a character reference. |

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Name:** |
| **Position:** |  | **Position:** |
| **Company address:** |  | **Company address:** |
| **Email:** |  | **Email:** |
| **Tel No:** |  | **Tel No:** |

|  |
| --- |
| ASSISTANCE FOR PEOPLE WITH DISABILITIES |
| Do you consider that you have a disability? | YES/NO |
| If YES – are there any arrangements that we can make for you if you are called for interview? Please give details below. |
|  |

|  |
| --- |
| GENERAL INFORMATION |
| How soon after an offer of a job, would you be able to start? |  |

|  |
| --- |
| DECLARATION |
| *I confirm that to the best of my knowledge the information I have provided in this application is correct.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |