A close up of a logo

Description automatically generated

**Application for Employment with Volunteer Centre East Lothian (VCEL)**

**Post Applied for**

|  |
| --- |
|  |

**PERSONAL DETAILS (Please use block capitals)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Phone No.** |  |
| **Full Name** |  | **Mobile No.** |  |
| **Address line 1** |  | **E-mail** |  |
| **Address line 2** |  |  |  |
| **Town** |  | **Do you drive & have access to a car (some posts only)?** |  |
| **Post Code** |  |
| **Where did you hear of this post?** |  | **Do you have right to work in the UK?** |  |

**RELEVANT EDUCATION / QUALIFICATIONS (starting with most recent)**

|  |  |
| --- | --- |
| **School / College / Uni** | **Subjects studied and grades** |
|  |  |

**OTHER TRAINING / MEMBERSHIPS (Please list other relevant training / courses / memberships including dates taken / joined etc.)**

|  |
| --- |
|  |

**CURRENT (OR MOST RECENT) EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name and address** |  | | |
| **Post** |  | | |
| **Salary (fte if part time)** |  | | |
| **Date started** |  | **Notice period** |  |
| **Date ended**  **(if applicable)** |  | **Reason for leaving** |  |
| **Summary of role and key achievements** |  | | |

**PREVIOUS Employment / VolunteerING**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Role / summary of key achievements / reason for leaving** |
|  |  |  |

**SUPPORTING STATEMENTS**

|  |
| --- |
| **Please summarise the experience, skills & knowledge that you have which you feel makes you a strong candidate for this post. Please give examples which demonstrate how you meet the person specification for the post.** |
|  |
| **Why do you want this post?** |
|  |

**Referees**

**Please provide the names of two referees in connection with your application.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Address** | **Telephone no. &**  **e-mail address** | **How do you know this person?** | **May we contact them now?** |
|  |  |  |  |  |
|  |  |  |  |  |

**DECLARATION**

I confirm that to the best of my knowledge the information contained in this application is correct and I understand that withholding, falsification or omission of relevant information may result in employment being terminated.

I understand that the information on this application will be stored by VCEL in accordance with the principles laid down by GDPR and VCEL’s Confidentiality and Records policy.

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

**Please return the completed form as follows,**

* **by post to: Louise Bluett, Business Manager, Volunteer Centre East Lothian,**

**56 High Street, Tranent, East Lothian EH33 1HH marked “Private and Confidential”**

* **by email to:** [**louise@volunteereastlothian.org.uk**](mailto:louise@volunteereastlothian.org.uk)

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