



Community Help & Advice Initiative

APPLICATION FOR EMPLOYMENT

Post Applied For:	For Office Use Only : Application Ref :
Return Completed Form to : Lorena McLaughlin, Service Manager, Income Maximisation and Employability Community Help & Advice Initiative E-mail : lorena.mclaughlin@chaiedinburgh.org.uk	Closing Date : 13th Sept midday Interviews: To be confirmed

SECTION A – PERSONAL DETAILS

Surname :	<input type="text"/>
Initials :	<input type="text"/>
Address :	<input type="text"/>
Postcode / E Mail	<input type="text"/>

Telephone contact number(s)	
Home :	<input type="text"/>
Mobile :	<input type="text"/>
Work :	<input type="text"/>

Previous Employment (paid or unpaid)

Please list below any work experience (paid or unpaid) that you have undertaken. Please include current and previous employment and any voluntary roles:

Date	Name of Employer/Organisation & Job Title	Main tasks and Responsibilities

SECTION C – EDUCATION & TRAINING

Please list below any education and/or training (including short courses) you have undertaken:

Date	Education/Course/Training	Qualification

SECTION D – JOB SPECIFIC SKILLS & EXPERIENCE

Evidence of how you meet the essential criteria:

In this section we would like you to give your reasons for applying for this post. Please indicate what knowledge, skills and experience you will bring to this role and evidence how that meets each of the essential person specification criteria.

DECLARATION
N.B. You need only sign with initials and surname
I declare that to the best of my knowledge the information given on this form is true and correct.
Signature _____ Date : _____