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| VOLUNTARY ACTION SOUTH LANARKSHIRE | |
| Application for the Post of: | |
| 1. PERSONAL DETAILS | |
| **Surname** |  |
| **Initials** |  |
|  |  |
| **Address for Correspondence (please include postcode)**  POST CODE: | |
| **Daytime Telephone No.** | **Mobile Telephone No.** |
| **Evening Telephone No.** | **E mail Address.** |
| **Can we contact you at work? Yes / No** | |

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**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

***PLEASE USE BLACK INK AND BLOCK LETTERS OR TYPESCRIPT AND RETURN TO THE ADDRESS:***  Voluntary Action South Lanarkshire; 128 Almada Street, Hamilton ML3 0EW or email direct to [letitia.gallacher@vaslan.org.uk](mailto:letitia.gallacher@vaslan.org.uk)

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| **2. PRESENT OR MOST RECENT EMPLOYMENT** | |
| **Name of employer / organisation** |  |
| **Address** |  |
| **Job Title** |  |
| **Date Employed** | **From To (if applicable)** |
| **Salary and other remuneration details** |  |
| **To whom immediately responsible** |  |
| **Brief description of duties** |  |
| **Reason for leaving (if applicable)** |  |
| **Notice required** |  |

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| 1. **PREVIOUS WORK / VOLUNTEERING EXPERIENCE**   Please start with most recent experience and account for any breaks in employment.  You may continue on a separate sheet if necessary. | | | | |
| **From** | **To** | **Organisation name and location** | **Your Position** | **Brief Description of duties and reason for leaving** |
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| **4. EDUCATION AND TRAINING** | | |
| **Date** | **School, College, University etc** | **Academic Qualifications** |
|  |  |  |
| Other Skills **Which computer and word processing packages are you experienced in using? Do you have any other skills or knowledge which may be useful, bearing in mind the job brief? (Do not repeat any points to be made at Question 5)** | | |

**Are you currently studying? Yes / No (delete as applicable)**

**If Yes: College/University ………………………………………………….**

**Course …………………………………Completion Date ……………………..**

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| **Other qualifications e.g. Degree, HND, City & Guilds and/or Post Graduate** | | |
| **Date** | **Course Title & College** | **Qualifications** |
|  |  |  |

**Professional qualifications**

**Are you a member of a professional organisation? Yes / No (delete as applicable)**

**If so, which? ………………………………………………………………………………………………**

**What is your membership level?**

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| 1. **WHY ARE YOU APPLYING FOR THIS POST?**   Please explain how your skills, experience and aptitudes make you suitable for this position and why this job is of interest to you. You may continue on a separate sheet if necessary. |

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| **6. Are there any dates on which you**  **would NOT be available for**  **interview?** |  |

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| **7. Do you have a disability which will**  **require special provision at interview stage** | **Yes / No delete as applicable**  **If yes, please give details on a separate sheet** |

**8. Do you hold a full valid driving licence? Yes / No Do you own a car? Yes / No**

**Do you have any Penalty Points / Endorsements? Yes / No**

**If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Do you require a work permit to work in this Country? Yes / No**

**10. Are you known or related to any Director or employee of the Company? Yes /No**

**If yes, please give details**

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| 1. **REFERENCES**   **Please give name and addresses of two referees, one of whom should be your present or immediate past employer. References will be taken up for shortlisted candidates only.**  **Please tick the box provided if you do not wish us to contact your referee(s) without specific consent from you** | |

## Reference 1

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Tel. No.** |  |
| **Relationship to applicant** |  |

## Reference 2

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Tel. No.** |  |
| **Relationship to applicant e.g. employer, tutor** |  |